

CHARTER

for the

NEW MEXICO CERTIFIED FLOODPLAIN MANAGER PROGRAM (CFM®)



Administered by the

NEW MEXICO FLOODPLAIN MANAGERS ASSOCIATION

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NEW MEXICO FLOODPLAIN MANAGERS ASSOCIATION

CERTIFIED FLOODPLAIN MANAGER PROGRAM

The New Mexico Floodplain Managers Association (NMFMA) hereby establishes a state-wide program for professional certification of floodplain managers. The Certified Floodplain Manager (CFM) Program recognizes that local floodplain managers within the State of New Mexico need professional knowledge and capabilities in order to effectively manage their community's Special Flood Hazard Areas as mandated by the National Flood Insurance Program (NFIP). This professional certification program establishes the foundation to raise and maintain the professional standards and abilities of all those individuals who work in the area of floodplain management. The NM CFM Program was patterned after the Certified Floodplain Manager Program established by the Association of State Floodplain Managers (ASFPM) and has been accredited by them. As an ASFPM accredited program, the NM CFM Program is authorized to use the CFM® registered trademark.

GOALS

The primary goal of the NM CFM Program is to help reduce the flood losses in the State of New Mexico and protect and enhance the natural resources and functions of floodplains by improving the knowledge and abilities of New Mexico floodplain managers. This goal will be achieved by:

- Encouraging self-study and attendance at training courses by requiring testing to obtain certification;
- Requiring continuing education as a condition for re-certification;
- Certifying floodplain managers based on specific knowledge of NFIP regulations, floodplain management procedures, state and regional requirements and legislation.

ELIGIBILITY

The CFM Program is directed toward individuals from widely varying occupations, interests, and educational backgrounds who have routine floodplain management duties, such as community, state, and federal officials; the private sector; academia; interest groups; and private citizens. For the purposes of the CFM Program, floodplain management is defined as "Activities and efforts undertaken to reduce flood losses and human suffering and to protect the natural and beneficial values and functions of floodplains." Persons with an interest in floodplain management may apply for this certification according to the following procedures.

APPLICATION

Any person wishing to become a Certified Floodplain Manager should obtain an application packet from the NMFMA web site (www.nmfma.org), complete the application, and return it to the NM CFM Program Administrator with the appropriate fee. The application will require basic information regarding the applicant's identity and one written reference. The application must be signed by the applicant acknowledging that the award of certification will be based upon meeting all the minimum qualification requirements and achieving a satisfactory score on an exam to be prepared and scored by the NM CFM Program Administrator. The applicant will be asked to sign a disclaimer and agree to abide by the Code of Professional Conduct and the Decertification Policy.

One written reference will be required as part of the application, preferably from the applicant's immediate supervisor. If the applicant is retired or self-employed, the reference should be from a colleague, client, or other professional knowledgeable about the applicant's abilities.

Note: A person granted certification under this Program will be recognized by ASFPM as a Certified Floodplain Manager . This recognition is valid in all states except those with their own accredited CFM Program. States with an ASFPM accredited CFM Program will determine the conditions for certification in that state. Persons who have been certified in New Mexico prior to the adoption of this new program will not be recognized as certified under the new ASFPM accredited certification program.

EXAMINATION

Upon receipt, review, and approval of a complete application by the CFM Program Administrator, the applicant will be eligible to take the NMFMA certification examination. All applicants, regardless of experience, must pass the exam, which measures a person's knowledge of a community's responsibilities under the NFIP and related floodplain management topics. The exam may cover, but is not limited to, such topics as the Overall Context of Floodplain Management, Floodplain Mapping, NFIP Regulatory Standards, Regulatory Administrative Procedures, Flood Insurance, Flood Hazard Mitigation, and the Natural and Beneficial Functions of Floodplains, and State specific issues.

Exams will be approved and administered by the NMFMA Certification Board. Exams will be "closed book" and will be held in a proctored classroom environment. Questions for each exam will be taken from a pool of exam questions that have been approved by the NMFMA Certification Board and meet the national certification program standard. Examinations will be given at each NMFMA semi-annual conference or workshop. Re-examinations will be granted at an approved location upon payment of the reexamination fee and must be taken within one year of the initial examination or at the next semi-annual conference. The NMFMA Certification Board will arrange for proctors at all examination sites. A photo ID will be required at the time of examination.

In order to "pass" the exam a grade of 70% or better is required. The results will be held in strict confidence and will be mailed to each applicant. A certification number will be assigned to each individual who passes the exam and the appropriate certificate issued, designating the applicant a "Certified Floodplain Manager." Notification of the achievement of CFM will also be mailed to the

applicant's employer. Applicants who fail to pass the examination will be notified in writing. They will be eligible for re-examination by submitting a request to retake the exam along with the re-examination fee within one year of the original exam date. After one year, a new application packet and full fee must be submitted.

APPEAL

If an application for certification or renewal is denied by the Certification Board, or a CFM challenges the basis for decertification, the person may appeal the decision to the NMFMA Board of Directors, according to the established guidelines. An appeal is a request for review of a decision by the Certification Board. An appeal may be made on the grounds that the decision was in conflict with the CFM Charter.

Initiating an Appeal

The applicant must submit an appeal request in writing to the NMFMA Board of Directors at the Executive Office within 60 calendar days of being notified of the decision being appealed. The following materials must be enclosed with the letter requesting an appeal: a copy of the Certification Board's decision and any other pertinent documentation; a statement clearly identifying the reasons for the appeal, along with the appropriate fee; and written support and/or justifications of the reasons for appeal.

Review of Appeals

Upon receipt of a request for an appeal, the NMFMA Board of Directors will acknowledge receipt of the appeal and indicate whether additional materials are needed for the review within 60 days of the date of the receipt of the request for an appeal. The NMFMA Chairman will select three members of the Board of Directors to form an Appeals Panel for review of the appeal. The Appeals Panel will review the submitted materials and make a decision to uphold or deny the appeal. If the appeal is upheld, the preceding Certification Board action will be so modified and the appeal fee will be refunded in full. If the appeal is denied, the preceding Certification Board action stands. The Appeals Panel will prepare a summary report of its findings and the final decision will be reported to the Board of Directors. The decision of the Appeals Panel is binding. The appellant will be notified within 15 days of the decision of the Appeals Panel.

FEES

The following fees have been established:

	<u>NMFMA Member</u>	<u>Others</u>
Application & Exam *	\$50	\$150
Biennial Renewal	\$25	\$150
Retake Exam	\$25	\$25
Late Renewal	\$25	\$50
Request for Appeal **	\$75	\$75

All fees are nonrefundable unless otherwise noted.

* When circumstances prevent an individual from taking a scheduled exam, the fee will be held for a period of one year to allow the applicant to reschedule the exam.

** When an appeal is upheld by the Board of Directors, the appeal fee will be refunded in full.

MAINTAINING CERTIFIED STATUS

Certifications awarded by the NMFMA Board of Directors take effect immediately upon passing the exam. The two year renewal cycle will begin on the 1st of January or the 1st of July, whichever immediately follows the date of CFM award. Prior to the end of two years, each CFM must submit a renewal application to NMFMA and enclose the renewal fee. The application will be used to update the CFM's credentials and to document completion of the required Continuing Education Credits (CECs). When these conditions are met, a biennial renewal will be issued.

An initial CFM certification will be valid indefinitely, *provided that* the applicant complies with the biennial (every two years) renewal requirements, which are:

- Submittal of renewal application;
- Submittal of renewal fee;
- Submittal of proof of 16 Continuing Education Credits (CECs) within the previous 24 months.

Approximately 90 days before the certification renewal date, NM CFMs will be sent a notification and billing statement for the biennial renewal, along with a form identifying CECs already earned and the additional number required. Those not fulfilling the requirements for renewal within 30 days after the certification renewal date will be sent a letter of decertification stating that the individual may no longer classify him or herself as a CFM or use the registered trademark "CFM®" in any way. Once a CFM has been decertified, a new application and fee must be submitted and the exam retaken in order to regain certification as a CFM.

It is possible to be approved for a time extension to the certification renewal date by submitting a written request to the Certification Board no later than 30 days after receiving the decertification letter. The request must show good cause for not meeting the conditions of renewal in a timely manner and must outline a proposed plan for re-establishing CFM status. The request will be reviewed and notice sent to the CFM of the Board's decision whether or not to grant an extension. If an extension is approved, the "late renewal" fee listed on the preceding page will be assessed.

Continuing Education Credits (CECs)

CEC Requirement:

CFMs must obtain 16 CECs over the course of their 2-year certification period. CECs must be verifiable. Credit may only be claimed once per certification period for each unique activity (e.g. CECs will only be given credit for the first time a CFM attends / teaches a course, even if CFM attended / taught it multiple times during their certification period). A maximum of 12 CECs may be obtained according to the Schedule of CEC-Eligible Activities for each activity. The CEC requirement within the two-year period can be met through combinations of activities as listed on the "Schedule of CEC-Eligible Activities". Public/town meetings, board, business, committee, association, & policy meetings/conference calls, and/or virtual/web meetings are not CEC-eligible activities. All activities submitted for CECs are subject to NMFMA Certification Board review and final approval.

Definitions:

Virtual Learning - Virtual learning includes courses, training, conferences or learning events that are not held in a face-to-face environment, such as self-study or online courses, webinars, virtual training/courses, and other learning events held "at a distance" or in multiple sites linked via correspondence, email, virtual event software, Internet, video conferencing, chat, instant messaging, and/or phone. Virtual learning must be an educational and informational learning activity with the purpose of 1) expanding knowledge, 2) developing understanding, 3) enhancing skills, and 4) influencing a change in behavior.

Virtual Training - Virtual Training is defined as an activity that meets all the requirements of virtual learning above, with the addition of learning objectives and a learning check. A learning check is defined as any form of question and answer in which the participant must generate feedback, including formal exams, follow-up email responses, real-time webinar polls, etc.

CEC Submittal Procedure:

CECs may be submitted at any time during your two-year renewal cycle using the CEC Verification Form. Documentation/proof of participation in the activity submitted is required to assure that staff can apply the correct credit to a CFM's records. As noted in the Schedule of CEC-Eligible Activities, different activities may require different documentation/proof of participation. The CEC Verification Form should accompany each activity's documentation submitted to the Certification Board to ensure proper credit.

If the activity is on the ASFPM Pre-Approved Course List, then the following must be submitted:

1. A completed copy of the CEC Verification Form;
2. A copy of a certificate of completion/attendance and other required documentation as outlined in the Schedule of CEC-Eligible Activities provided by the training host. If such completion/attendance documentation is not provided, the provider/instructor must sign the CEC Verification Form.
3. If the conference or training had concurrent sessions, the sessions that the CFM attended must be clearly marked.

If the activity is not on the ASFPM Pre-Approved Course List, then an agenda or other description of the activity with timeline/duration must be submitted in addition to the above documents.

The ASFPM Pre-Approved Course List can be found at <http://www.floods.org/index.asp?menuid=360>.

Schedule of CEC-Eligible Activities:

	Activity	Eligible CEC hours (max of 12 CECs for any 1 activity)	Proof you should submit and save for verification
1	ASFPM Pre-approved Courses	Varies: measured by 1 whole hour instruction = 1 CEC	Certificate of completion/attendance with date, start & end times
2	Flood-related Courses and Conferences	Varies: measured by 1 whole hour instruction = 1 CEC	Agenda with date, start & end times, & Certificate of completion/attendance
3	Flood-related Virtual Learning	One learning event = 1 CEC, regardless of duration of learning event	Agenda with date, start & end times, & Certificate of completion/attendance
4	Flood-related Virtual Training	Varies: measured by 1 whole hour instruction = 1 CEC	Agenda with date, start & end times, learning objectives, Certificate of completion/attendance, & satisfactory learning check completion
5	Membership in a flood-related Professional / Technical Association	1 CEC per membership (Max 2 per certification period)	Proof of membership from the Associations for the duration of the certification period
6	Authoring/co-authoring a peer-reviewed published journal article related to flooding or an ASFPM Technical White Paper	6 CECs per article / whitepaper	Copy of the published article/white paper noting the CFM by name as author/co-author
7	Teaching a flood-related course	Varies: measured by 1 whole hour instruction = 2 CECs	Agenda with date, start & end times, course announcement/promo material identifying the CFM by name as instructor

Subject Matter:

ASFPM's qualifying CEC subject matter is quite broad. Anything reasonably deemed to be flood-related and/or addressing floodplain management may be considered eligible for CECs. Examples of CEC-eligible subjects / topics include but are not limited to:

Benefit-cost Analysis
 Floodplain Ordinance Administration
 Streamgaging
 Building Construction
 Floodplain Management Regulations
 National Flood Insurance Program
 Communication Skills
 Floodplain Mapping
 Time Management
 Organizational Skills
 Conflict Resolution
 Floodplains and Ecosystem Services
 Water Quality
 Customer Service Skills
 Floodproofing
 Water Resource Management
 Disaster Assistance Procedures
 Land Use Management
 Wetlands Management
 Green Infrastructure

Hydrology and Hydraulics
 Natural and Beneficial Functions
 Disaster Mitigation Act 2000
 Leadership and Management Skills
 Elevation Certificates
 Multi-objective Management
 Emergency Management
 Negotiation Skills
 Facilitation Skills
 Train the Trainer
 NFIP Legislation
 Flood Hazard Mitigation
 No Adverse Impact
 Flood Insurance
 Presentation Skills
 Public Speaking
 Flooding and Flood Hazards
 Public Information Programs
 Floodplain Management
 Stormwater Management

DECERTIFICATION

A CFM may be decertified for failure to fulfill the requirements for recertification as described in this Charter. A CFM may also be decertified for unprofessional conduct if he/she has:

- Been convicted of a crime or any felony directly related to his or her professional duties;
- Falsified, intentionally destroyed, or modified official records or documents relating to his or her professional duties, or otherwise knowingly provided misleading information related to his or her duties or floodplain management;
- Received or solicited money or anything of value directly or indirectly that may be expected to influence his or her actions or judgment in a manner outside of commonly acceptable practices or values;
- Used his or her position in an illegal, dishonest, or unprofessional way to influence or gain a financial or other benefit, advantage or privilege for his or her benefit or for benefit of his or her immediate family or organization with which he or she is associated; or
- Violated the Code of Professional Conduct displayed on page 11 of this Charter.

Information on a CFM's unprofessional conduct must be submitted to the NMFMA Certification Board in writing. No anonymous submittals will be accepted. If the Certification Board determines that consideration of decertification may be warranted, the charges and all supporting documentation will be provided to the CFM by certified mail. The CFM shall have 30 days upon receipt thereof to respond in writing to the charges.

If a CFM has not fulfilled the renewal requirements by the renewal date or has not responded to the charges of unprofessional conduct by the specified deadline, he or she will be sent a registered letter of decertification, stating that the he/she may not classify him or herself as “Certified Floodplain Manager” or use the ASFPM Registered Trademark CFM in any way for a period of time specified in the letter. He/she may reapply to take the CFM exam after that date.

If the CFM does submit the appropriate papers by the deadline, the procedures in the Appeals Section of this Charter shall be followed.

PROGRAM ADMINISTRATION

The Certified Floodplain Manager Program for the State of New Mexico will be administered by the NMFMA Certification Board at the direction of the NMFMA Board of Directors and in coordination with the NMDHSEM State NFIP Coordinator.

Board of Directors

The NMFMA Board of Directors will give the Certification Board direction in the administration of the CFM Program. Responsibilities of the Board of Directors include: appoint four (4) NMFMA members in good standing and CFMs to serve on the Certification Board; appoint the Chairman of the Certification Board; appoint an NMFMA member in good standing and a CFM to act as the CFM Program Administrator; officially approve certifications upon receiving notice of passing grades; record minutes of Certification Board meetings; and hear appeals of decisions made by the Certification Board. Appointments will be made at the first Board of Directors meeting following the business meeting of each Spring Conference.

Certification Board

The five (5) member Certification Board shall consist of four (4) NMFMA members (in good standing and CFMs) appointed by the NMFMA Board of Directors, and the NM State NFIP Coordinator. The four (4) members of the Certification Board appointed by the Board of Directors shall serve for a term of one (1) year with no term limits. The NM State NFIP Coordinator is a permanent member unless the State does not have a current NFIP Coordinator, in which case the Board of Directors shall appoint an NMFMA member in good standing and a CFM to fill that position for a one year term. The Certification Board will elect a secretary to be responsible for submitting all Board meeting information to the NMFMA Board of Directors for recording.

Responsibilities of the Certification Board include: develop and continue to update the NM Certified Floodplain Manager Program for NMFMA to be administered within the State of New Mexico [includes the charter (which outlines the program and establishes operating standards, the exam preparation guide, and continuing education credits), the application package, and the certification exam]; review and approve applications for continuing education credits (CECs) when requested; review and approve requests for waivers from the requirements of the CFM Program; review and

approve all decertifications that come under protest; and give direction to the CFM Program Administrator.

CFM Program Administrator

The CFM Program Administrator will provide guidance to those interested in becoming CFMs; receive and review applications for the CFM program; schedule exams, arrange for proctoring, and grade exams; prepare certificates for passing grades and mail notifications of passing/failing grades; send notification and billing statements for biennial renewal; send all decertification appeals and requests for waivers to the Certification Board for review and approval; keep records of all Certification Board meetings, applications, certifications granted and denied, recertifications, and appeals and subsequent actions; review applications for continuing education; and coordinate with ASFPM on all aspects of maintaining accreditation status and coordinating CFM records.

EXAM PREPARATION GUIDE

The following publications are suggested as study material for preparation for taking the CFM examination. If any of these are not presently in your library, contact the State NFIP Coordinator or download them from the NMFMA web site.

- Handbook and Ready Reference for New Mexico Floodplain Managers
- Quick Guide to Floodplain Management in New Mexico
- FEMA 480 Study Guide and Desk Reference
- Flood Damage Prevention Ordinance for your community
- FEMA National Flood Insurance Program Regulations, Sections 59.1, 60.3, 65, 70, and 73.
- Flood Insurance Rate Maps, Flood Boundary Floodway Maps, and Flood Insurance Studies for your community
- FEMA/NFIP Elevation Certificate and Instructions

DISCLAIMER OF LIABILITY

Professional certification is a peer review process administered by the NMFMA. Participation in the Certified Floodplain Manager Program is strictly voluntary. The program is designed to establish educational, training, and experience criteria related to floodplain management, hazard mitigation, and the National Flood Insurance Program, and to certify that an individual applicant has met these criteria. If the New Mexico Certified Floodplain Manager Program would cease to exist, all NM CFMs agree to relinquish their State Certification and not hold ASFPM or any other organization or agency responsible for such program termination.

The New Mexico Floodplain Managers Association assumes no liability for any action or decision made by individual Certified Floodplain Managers during the normal course of performing their prescribed duties and responsibilities of managing development within the identified floodplains, as established by criteria of the NFIP or state and mandated by their respective employer or local government agency.

Furthermore, any list of Certified Floodplain Managers should be used with care. The New Mexico Floodplain Managers Association has not attempted to independently verify the information submitted by certification applicants. We strongly recommend that anyone using the professional services of any listed individual or firm contact that individual or firm directly and request and verify their references and credentials.

CODE OF PROFESSIONAL CONDUCT

Certified Floodplain Managers will agree to follow the Code of Professional Conduct below.

As a Certified Floodplain Manager, I agree to abide by the following tenets of the Code of Professional Conduct in all of my professional responsibilities. I will

- *Practice honesty and integrity in all of my professional relationships with the public, peers, and employer;*
- *Be truthful and accurate in my professional communications;*
- *Be fair and considerate of all persons;*
- *Foster excellence in floodplain management by staying abreast of pertinent issues;*
- *Enhance individual performance by attention to continuing education and technology;*
- *Avoid conflicts of interest resulting in personal gain or advantage;*
- *Be economical in the utilization of the nation's resources through the effective use of funds, accurate assessment of flood-related hazards, and timely decision-making;*
- *Maintain the confidentiality of privileged information;*
- *Promote public awareness and understanding of flood-related hazards, floodplain resources, and flood hazard response; and*
- *Be dedicated to serving to the profession of floodplain management and to improving the quality of life.*