

# MARYLAND PROFESSIONAL EMERGENCY MANAGEMENT PROGRAM (MDPEMP)

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## CERTIFICATION DOCUMENTS

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### MARYLAND PROFESSIONAL EMERGENCY MANAGEMENT PROGRAM

#### CERTIFICATION REQUIREMENTS

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## REQUIRED TRAINING

All designated training courses must be completed. Exceptions will be made on a case by case basis where applicant can provide documentation of course equivalence. Certificates, transcripts, or letter on appropriate letterhead must accompany application. No single topic may exceed 25 hours.

Training courses include:

- Completion of the EMI Professional Development Series - Required training
- 75 additional hours directly related to emergency management, as accepted by the certification committee (see MPEMP guidance on training classes). No duplicate courses will be allowed. If candidate has a four-year degree in emergency management or an approved related field they will not be required to demonstrate the 75 additional hours. No more than 25 hours in each phase: planning, response, recovery, and mitigation.

## FORMAL EDUCATION

Applicant must fit into one of three categories and provide a copy of diploma or transcript where applicable to include area of study.

- Baccalaureate degree from an accredited college in Emergency Management or approved related field; or
- Associates degree and two years' work experience in emergency management\*; or
- Four years work experience in emergency management\*
- If candidate has a four year degree in Emergency Management or an approved related field they will not be required to demonstrate the 75 additional hours.

\*Work experience is in addition to requirements listed in Work Experience category below and can be concurrent with college courses

## EMERGENCY MANAGEMENT EXPERIENCE AND MEMBERSHIP

Two years of full-time work experience as an emergency management practitioner in the public, private, or non-profit sector within Maryland to include working for the betterment of Maryland Emergency Management. Work experience and college courses can be concurrent.

The applicant must be a member of one of the five categories of membership (Active; Professional/Technical; Life Member; and Corporate) in the Association and, with the exception

of Lifetime members, must be current on their dues. The candidate must also have a minimum of 2 years full time equivalent experience in a comprehensive emergency management position; meaningful role in the development and or participation in a functional or full-scale exercise in Maryland; and in an activation of an Emergency Operations Center in Maryland (State or Local).

## **PROFESSIONAL CONTRIBUTIONS**

Participate in at least three activities during a ten-year period prior to applying for the certificate program. Must have three activities from one each of three unique categories, and activities must be beyond the scope of normal activities. A copy of any letters of appreciation or certificates for involvement in below contributions needs to be included with application packet.

Professional contributions include:

- Volunteering on a board, committee, task force, jurisdictional organization or special project group supporting emergency management.
- Teaching or instructing on a topic related to emergency management.
- Participating in an exercise as a player, simulator, evaluator or controller; or, designing or coordinating an exercise
- Participating in an activity related to planning, mitigation, response or recovery for an actual event, such as active involvement in an EOC activation, damage assessment, or PIO activities.
- Publishing a substantive disaster/emergency management article, research project, or other publication relating to the emergency management field. The article/publication must have an independent editorial review and be published in a document beyond the candidate's control (i.e. staff documents and internal reports do not qualify). 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.
- Receiving an award or special recognition related to emergency management actions.

## **CERTIFICATION RECIPROCITY**

Applicant must be a Certified Emergency Manager with the International Association of Emergency Management (IAEM) or hold another state-level certification for emergency management professionals with comparable standards. Applicant must also have two years of work experience in the

State of Maryland and tied into Maryland Emergency Management relationship/projects. Applicant must attach a BIO and job description and how it is tied into Maryland Emergency Management. See Reciprocity Application Form.

## RECERTIFICATION

All current Maryland Professional Emergency Managers who wish to maintain their certification designation must re-certify at five-year intervals by submitting the following:

- 75 hours of emergency management continuing education\*
- Three new contributions to the emergency management profession since the date of last certification or recertification
- No training hours submitted must be more than 5 years old.

\*As with initial certification, single topic areas cannot exceed 25 hours.

## GUIDANCE ON TRAINING COURSES

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### REQUIRED TRAINING

*FEMA EMI Professional Development Series (PDS)*

Older versions of these courses may be accepted.

- IS 120.a            An Introduction to Exercises
- IS 230.b            Fundamentals of Emergency Management
- IS 235.b            Emergency Planning
- IS 240.b            Leadership and Influence
- IS 241.a            Decision Making and Problem Solving
- IS 242.a            Effective Communications
- IS 244.a            Developing and Managing Volunteers

### ELECTIVE TRAINING

- Any FEMA Independent Study course
- Any state-delivered FEMA course
- Any EMI/FEMA resident course

\*\*For Independent Study courses, 1.0 CEU will be equal to 10 contact hours.

## **OTHER APPROVED TYPES OF COURSES (NON-FEMA)**

- Exercise Design and Execution
- Military Courses (focus emergency management)
- Managing Search Operations
- Public Information
- Criminal Justice/Law Enforcement
- Disaster Preparedness
- Health, Safety, Environmental Management
- Disaster Recovery Courses
- Incident Command
- Grant Writing
- Emergency Medical Training
- Shelter Management
- Red Cross Courses
- Safety Technology
- Fire Technology
- Technology/Information Systems
- Disaster Preparedness Courses
- Emergency Planning
- Financial Management
- Ethic
- Prevention
- Protection
- Administration (Grant Management)
- Leadership

## **POSSIBLE TRAINING SOURCES**

- Federal Agencies (EPA, NFA, DOT, etc.)
- State and Local Agencies

- Regionally accredited two and four-year institutions
- Vendor Sponsored Courses
- Professional Societies/Organizations/Associations
- Military Programs
- Other

# MARYLAND PROFESSIONAL EMERGENCY MANAGEMENT PROGRAM

## CERTIFICATION APPLICATION

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### APPLICANT INFORMATION

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

### FORMAL EDUCATION

High School: \_\_\_\_\_

Year Graduated: \_\_\_\_\_ Years Completed Beyond HS: \_\_\_\_\_

College or University (if applicable): \_\_\_\_\_

Degree Obtained (if applicable) Include field of study:  
\_\_\_\_\_

\*\*Attach a copy of diploma or transcript if applicable

## **EMERGENCY MANAGEMENT EXPERIENCE and CURRENT JOB DESCRIPTION**

Current EM Position: \_\_\_\_\_

Current Jurisdiction: \_\_\_\_\_

Number of Years/Months in Current Position: \_\_\_\_\_

Current Member of Maryland Emergency Management Association: \_\_\_\_\_

*(A copy of your current emergency management related job description on appropriate letterhead or letter from your employer describing your emergency management role must be attached.)*

## **PREVIOUS EMERGENCY MANAGEMENT EXPERIENCE**

*(If needed for two years experience total within Maryland)*

Previous EM Position: \_\_\_\_\_

Previous Jurisdiction: \_\_\_\_\_

Number of Years/Months in Previous Position: \_\_\_\_\_

## **PROFESSIONAL CONTRIBUTIONS (letters of appreciation, certificates and published articles need to be included with application)**

<b>ACTIVITY</b>	<b>DATE COMPLETED</b>	<b>SPECIFIC RESPONSIBILITIES</b>



## FEMA EMI PROFESSIONAL DEVELOPMENT SERIES (PDS)

Older Versions of these courses may be accepted. The PDS certificate is acceptable as documentation for all of the series.

COURSE NAME AND NUMBER	LOCATION	DATE COMPLETED	CONTACT HOURS
IS 120 An Introduction to Exercises	<i>Online</i>		
IS 230.b Fundamentals of Emergency Management	<i>Online</i>		
IS 235.b Emergency Planning	<i>Online</i>		
IS 240.a Leadership and Influence	<i>Online</i>		
IS 241.a Decision Making and Problem Solving	<i>Online</i>		
IS 242.a Effective Communication	<i>Online</i>		
IS 244.a Developing and Managing Volunteers	<i>Online</i>		

## FEMA TRAINING COURSES

For Independent Study courses, 1.0 CEU will be equal to 10 contact hours. No single topic may exceed 25 hours

COURSE NAME AND NUMBER	LOCATION	DATE COMPLETED	CONTACT HOURS

## OTHER TRAINING COURSES

COURSE NAME AND NUMBER	LOCATION	DATE COMPLETED	CONTACT HOURS

\*\*Please duplicate this sheet as necessary

**SIGNATURE OF APPLICANT**

**DATE**

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