

Emergency Medical Services Agency

645 South Bascom Avenue | San Jose, CA 95128
408.885.4250 | 408.885.3538 fax
www.sccemsagency.org

Public Health Department

Santa Clara Valley Health & Hospital System



August 19, 2008

To: Santa Clara County Accredited EMS Field Supervisors

From: Josh Davies 
Prehospital Program Section Manager

Subject: Certified/Associate Emergency Manager Certification ~
EMS Trust Fund Grant Opportunity

The Santa Clara County EMS Agency is pleased to announce the availability of grant stipends for Santa Clara County Accredited EMS Field Supervisors to complete certification as a Certified or Associate Emergency Manager. The grant covers the certification cost (\$325.00) and a one year membership (\$170.00) to the International Association of Emergency Managers (IAEM).

These grants are being offered to support the proactive efforts of motivated EMS system managers and supervisors as a means to increase professional development. This program provides worldwide recognition of highly experienced and knowledgeable emergency managers. The addition of CEM/AEM professionals to our Emergency Medical Services and Public Health System will stand to benefit our stakeholders, citizens, and visitors greatly.

The CEM® and AEM® program is for professionals with comprehensive emergency management responsibility. The “comprehensive” aspect of Comprehensive Emergency Management includes all four phases of disaster activity: mitigation, preparedness, response and recovery for all risks. An informational brochure has been enclosed for your review and includes the requirements for certification. Additional information and resources can be found at www.iaem.com/certification.

The CEM/AEM certification process is extensive and requires a great deal of independent study, application preparation, written examination, and submission of a comprehensive essay. The process takes many months to complete and steps will need to be completed simultaneously to insure completion with the 18 month period. The EMS Agency and other Certified Emergency Managers will schedule technical assistance meetings several times a year to assist applicants with the submission process. This is not an easy certification process – adequate time must be allotted to meet the established requirements.

Dedicated to the health of the whole community

The Public Health Department is a division of Santa Clara Valley Health & Hospital System, owned and operated by the County of Santa Clara.

Applicant Eligibility Requirements

To be eligible for the grant stipend, applicants must meet the following requirements:

- Santa Clara County Accredited EMS Field Supervisor in accordance with Santa Clara County Prehospital Care Policy #208. (Acting Accredited EMS Field Supervisors will be considered only if funds remain).
- Applicants may not be the subject of any healthcare certificate censure and must be in good standing with the Santa Clara County EMS Agency and California EMS Authority.
- Employer Letter of Support
- Resume/Curricula Vitae
- Applicant Grant Request Letter including:
 - Agreement to complete the AEM or CEM process within 18 months (completion is defined as notification of successful completion by IAEM).
 - Agree to pay back the entire grant amount if certification is not completed within 18 months.
 - Why the applicant believes they should receive the grant award.
 - Agree to pay back the entire grant amount if the applicant fails to meet EMS Supervisor Accreditation requirements for five consecutive years after the grant award date.

Submission and Selection Process

Approximately ten grants will be awarded. The EMS Agency will select the most qualified applicants based on the strength of the applicants request letter, qualifications, and employers recommendation. The selection of applicants is at the sole discretion of the EMS Agency, decisions are final.

Application packets should be submitted to the Santa Clara County EMS Agency, attention Josh Davies, by **September 19, 2008**. Award notifications are expected to be announced by October 1, 2008. Successful applicants will be invited to participate in an informational session in early October that will cover recommended timelines, submission processes, etc.

Thank you for your continued support of our Emergency Medical Services System. Please feel free to contact me at the number provided or via email at josh.davies@hhs.sccgov.org

Enclosure

- CEM/AEM Informational Brochure

ABOUT IAEM

The International Association of Emergency Managers (IAEM) is a non-profit, educational organization. Membership includes local, state and federal emergency managers, homeland security officials, educational, military, private, non-governmental and volunteer practitioners. Membership is open to anyone practicing or interested in the field.

IAEM individual dues per year are:

U.S. members\$170
Canada members\$100
Oceania members\$83
Europa members\$80
Members from other countries/councils\$50
Affiliate (supplier) dues per year\$795
Student members\$25

The membership year is October-September. New member fees after March are credited to next year's dues. All dues are quoted in U.S. dollars.

CERTIFICATION FEES

Fees are based on costs to process candidate materials. IAEM is a non-profit organization. Note that members are charged lower application fees because the IAEM treasury subsidizes certification activities.

ALL FEES ARE NON-REFUNDABLE. All fees are quoted in U.S. dollars.

REGISTRATION - NO CHARGE

Candidates enroll online to receive the complete application forms and booklet, and to be added to IAEM's database to receive periodic certification program updates.

APPLICATION

Submission processing and examination fee.

IAEM members\$325
Non-members\$450

MAINTENANCE - \$200

Re-certification fees are due along with updated documentation every five years.

COMPREHENSIVE EMERGENCY MANAGEMENT

The CEM® and AEM® program is for professionals with comprehensive emergency management responsibility. These practitioners integrate all actors in all phases of emergency activity, for all types of disasters. The "comprehensive" aspect of Comprehensive Emergency Management includes all four phases of disaster activity: mitigation, preparedness, response and recovery for all risks — attack, man-made, and natural — in a federal-state-local operating partnership.

DISCLAIMER

IAEM is not establishing standards governing the conduct of any emergency managers or establishing any set procedures for work performance. The program is designed to establish educational, training and experience criteria relevant to emergency management, and to certify that an individual has met these criteria.

You do not have to be an IAEM member to participate in the certification program.



201 Park Washington Court
Falls Church, VA 22046-4527
703-538-1795 phone
703-241-5603 fax
info@iaem.com
www.iaem.com

CERTIFICATION FOR EMERGENCY MANAGERS
Certified Emergency Manager®
Associate Emergency Manager®

The Ultimate Credentials in Emergency Management

Internationally recognized

Increased credibility

Professional identity

Career recognition

Enhanced career planning

Benchmarking



OBJECTIVES / PHILOSOPHY

The International Association of Emergency Managers (IAEM) created the certification program for emergency managers to raise and maintain professional standards; it is a program to certify achievements within the profession. Any emergency management professional who meets requirements is welcome to participate.

CERTIFICATION COMMISSION STRUCTURE

The program is served by a Certification Commission made up of emergency management professionals including representatives from allied fields, educators, military and private industry personnel.

Development of the program was supported by the U.S. Federal Emergency Management Agency (FEMA), the National Emergency Management Association (NEMA) and a host of allied organizations.

PROGRAM PROCESS

To register for certification consideration, candidates must enroll online at www.iaem.com to receive an electronic copy of the application booklet at no charge. This includes detailed instructions, all necessary forms and other helpful information to aid in successful certification completion.

Completed applications are accepted at any time, and the Certification Commission meets 2-3 times annually to evaluate submissions. Specific dates are posted online.

Candidates must also take an examination in order to receive the CEM® designation, and can do so at any time by arranging a proctor with their local high school or college or at an IAEM event. A separate brochure describes format, test content sources and how to arrange a proctor. IAEM also offers an Exam Prep Course at an additional fee for those wanting an intensive review of all content prior to taking the test.

LEVELS OF CERTIFICATION

There are two types of certification offered: the Certified Emergency Manager® (CEM®), and the Associate Emergency Manager® (AEM®).

CERTIFICATION MAINTENANCE

CEMs and AEMs maintain certification by documenting 500 points every five years. At least 100 points must be earned in each of the three groups, with the remaining 200 points attained from any category of any group:

Education & Instruction – Training taken; college classes taken; training presentations; teaching (college level); course development; audio visual program development; publications; and speaking.

Participation – Membership; conferences; awards; legislative contact; and certifications.

Service & Leadership – Service role; leadership role; mentoring role; special assignment; EMAC, mutual aid assignment, foreign humanitarian aid, uniformed services assignment, federal or military deployment; local emergency (proclaimed event); EMAP assessor team service; CEM® presentation or proctoring.

C E M® R e q u i r e m e n t s

A E M® R e q u i r e m e n t s

Training

Submissions must be within the last 10 years. 200 contacts hours are required, 100 each in emergency management and general management. Emergency management training is considered specific to the profession, and general management includes content that can be applied beyond emergency management. Note: no more than 25% of hours can be in any single topic.

Management Essay

Candidates must demonstrate knowledge, skills and abilities through this written submission, as specified in the instructions included in the application booklet.

Three References

Including from candidate's current supervisor.

Multiple-choice Examination

Candidates must pass by 70% a 100-question examination in order to receive the CEM® designation, and can do so at any time by arranging a proctor with their local high school or college or at an IAEM event. A separate brochure describes format and test content sources. Note: the examination includes a portion of questions that are considered to be universal, core content for emergency management regardless of location. Additional content is tested depending on country in which candidate is based.

Emergency Management Experience

Three years by date of application. Comprehensive experience must include participation in a full-scale exercise or actual disaster, and must encompass all phases of emergency management (mitigation, preparedness/prevention, response and recovery). Note: a baccalaureate degree in emergency management reduces the experience requirement (depending on how current is the degree) and waives EM Training if it is earned very recently.

Education

Any 4-year baccalaureate degree OR additional experience may be substituted with two years of experience considered equivalent to 30 college credits, up to the 120 credits comprising most baccalaureates. Note: after December 31, 2009 there may be no substitute for the formal degree.

Contributions to the Profession

Submissions must be within the last 10 years and be for activities performed beyond the scope of candidate's job requirements. Six separate contributions are required in areas such as professional membership, conference attendance, service role, leadership role, special assignment, speaking, teaching, course development, publication, audio-visual and interactive products, awards or special recognition, state or province certification, or legislative contact. See the application booklet for more details on each area.