APPLICATION BOOKLET

Executive Emergency Manager

All submissions must be received in appropriate packaging such as a three-ring notebook or other professional binder, typed and properly tabbed. If not, your submission will be returned by the North Carolina Emergency Management Certification Committee.

2013

North Carolina Emergency Management Certification Committee

North Carolina Emergency Management

7/10/2013

# Executive Emergency Manager Application Cover Sheet

Name:

Current Position:

Title:

Company:

Address:

City/State/Zip:

Phone/Fax: Email:

Years in Current Position: Years in Disaster/Emergency Management:

## Address for Database if Different from Above

Address:

City/State/Zip:

## Contents Checklist

* **All Materials Are Typed** (unless otherwise specified, such as a signature.)
* **Candidate Signature Page**
* **Copy of Candidate’s Signatures**
* **Work History / Experience**  
  Three years of experience (includes documented experience in all four phases of emergency management, and either a declared disaster response or full scale exercise). A minimum of two years experience should be in North Carolina.
* **References**  
  Three candidate references; one of which must be the applicant’s current supervisor. Additional reference sources that qualify are: past supervisors (within five years); local, state, or federal government officials; emergency service organization officials; or local, regional, or national emergency management association officials.
* **Essay**Submission of an emergency management essay to demonstrate knowledge, skills, and abilities.
* **Education**  
  Associate’s degree in the emergency services field OR a bachelor’s degree in any subject. An additional two years of emergency management experience (total of 5) may be substituted for this requirement.
* **Training**  
  Training component summary sheets for both emergency and general emergency training, plus individual Training Submission Forms for each training activity with appropriate documentation attached.
* **Contributions to Profession**  
  Six contributions to the profession (three required to be completed in North Carolina).
* **Return of Application**  
  Your original credential package will be destroyed once the North Carolina Emergency Management Certification Committee review is final. Please retain a copy for your records.
* **Submission Address**  
  Unless otherwise noted, all submissions should be sent to North Carolina Emergency Management (EOC), ATTN: NCEM Certification Program, 4236 Mail Service Center, Raleigh, NC 27699-4236.

# Candidate Signature Page

I understand that certification is subject to Certification Committee approval, and if granted, is current for a five year period. I will execute the necessary documents, submit to written examination and supply further information as determined by the Committee. I understand that any false statement or misrepresentation I make in the course of these proceedings may result in the revocation of this application and the issuance of a complaint of violation. I hereby voluntarily and knowingly consent and grant permission to NCEM or its authorized agent(s) to conduct a verification of the accuracy and authenticity of any information or documentation I submit in connection with or support of this Application Package.

I certify that I have followed all directions outlined in the application and submit my packet in the proper order and format. I understand that my packet may be returned without review if instructions are not followed.

I pledge to abide by the Code of Ethics and Professional Conduct published by NCEM. I understand violation is grounds for Executive Emergency Manager revocation.

Further, I have read and acknowledge the Disclaimer, Indemnification Information, NCEM Administrative Guidelines for Executive Emergency Manager Certification Examination Testing and Review, Application Warranty and Acknowledgement as published by NCEM.

Candidate’s Signature: Date:

# I. Work History and Experience

To satisfy this requirement:

* A candidate must demonstrate at least three years full-time equivalent (12 months = 1,920 hours) experience in a comprehensive disaster/emergency management position. A minimum of two years of experience should be in North Carolina; **AND**
* Participation in a full scale exercise by (1) planning, (2) conducting or coordinating, and/or (3) having a major disaster/emergency management role during the exercise, **OR**
* Experience in the preparation, response, recovery and mitigation phases of an actual disaster.

That is, candidates complete IA. below, and **either** IB. or IC.

Candidate *must submit a copy of his/her* **CURRENT** *position description*. If credit for the disaster/emergency management experience is from a **PREVIOUS** job or role, a copy of the position description(s) with the dates of service should be submitted. If a current position description does not exist, or if a copy needed from a previous job is unavailable, the candidate should attach a signed letter/statement from the current (or past) supervisor that states (1) a position description does not exist, has been changed, or is unavailable, and (2) outlines (a) the disaster/emergency management functions performed by the candidate, (b) the dates of this service, and (c) the approximate amount of time spent in disaster/emergency management duties.

Time spent on volunteer/internship duties may also be counted, but applicants must provide documentation of the total time devoted to disaster/emergency management duties. (Example: letter specifying hours per month times number of months performing emergency management duties and signed by volunteer coordinator.)

Candidates may utilize the same position for a period of three years or any combination of positions. Verification of exercise or actual occurrence experience may only be satisfied by completing the enclosed appropriate form(s).

## IA. Work History

*(Put “yes” or “no” to indicate   
whether these items are attached)*

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| --- | --- | --- | --- | --- |
| **Period Covered:** | **Jurisdiction / Company / Organization:** | **Title:** | **Position Description:** | **Supervisor Statement:** |
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## IB. Experience – Note: Complete IA. and EITHER IB. OR IC.

Exercise Participation – Candidate must validate participation and role.

Acceptable documentation includes: Incident Action Plan or After Action Review stating your position or roles and responsibilities within the event; a statement from Exercise Supervisor documenting your involvement; or other suitable documentation.

Date of Exercise:

Describe the exercise. Be specific and include objective/purpose:

Describe your role. Be specific about planning, coordinating and disaster/emergency management role:

Describe what you learned through your participation in this exercise. Include comments about (1) mitigation, (2) preparedness, (3) response, and (4) recovery in addition to other learning points:

## IC. Experience – Note: Complete IA. and EITHER IB. OR IC.

Actual Disaster/Emergency Management Participation in Disaster or Emergency  
If Applicable – Candidate must validate participation and role.

Acceptable documentation includes: Incident Action Plan or After Action Review stating your position or roles and responsibilities within the event; a signed statement from supervisor at the disaster or emergency documenting your involvement; or other suitable documentation.

Describe activity. Be specific including date, type and area affected, loss of property and lives, and other significant factors:

Describe your role. Be specific your role in disaster/emergency management activities, including response and recovery, during the disaster or emergency:

Describe your recommendations for future mitigation activities that should be undertaken, as they relate to preparedness, response, and recovery, as a result of lessons learned from the disaster or emergency:

# II. Candidate Reference Requirement

Each candidate must submit the names of three references with contact information. NOTE: candidates are encouraged to inform references that they have been listed. Committee members, at their discretion, may call references to verify information.

## The first reference must be your current supervisor. This will be the person responsible for initiating your annual performance or job evaluation or rating, and must be one of the raters. If your supervisor is not a rater or evaluator, then your immediate rater or evaluator must be included as one of the other two references. However, for those candidates who do not have a direct supervisor such as an independent consultant or president/CEO of an organization a current Executive Emergency Manager may serve as a reference in lieu of the candidate’s supervisor.

## Other reference sources who qualify are:

* A past supervisor (within five years)
* Local, state, or federal government officials
* Emergency service organization officials
* Local, regional, or national emergency management association officials

## Reference sources who do not qualify are:

* A subordinate
* A former student
* Friends, relatives or neighbors

Reference Name:

Title: Organization:

Address:

City: State: Zip:

Phone: Fax:

Email:

*After Hours Contact*: Phone: Email:

Reference Name:

Title: Organization:

Address:

City: State: Zip:

Phone: Fax:

Email:

*After Hours Contact*: Phone: Email:

Reference Name:

Title: Organization:

Address:

City: State: Zip:

Phone: Fax:

Email:

*After Hours Contact*: Phone: Email:

# III. Education Requirement

Each candidate must have obtained an Associate’s degree in the emergency services field OR a Bachelor’s degree in any subject. An additional two years of emergency management experience (total of 5) may be substituted for this requirement. The candidate must attach a diploma copy or an official transcript with the candidate’s name. If the name has changed because of marital status or other reason, an explanation must also be included.

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| --- | --- | --- | --- | --- |
| **Institution(s):** | **City:** | **State:** | **Dates:** | **Degrees:** |
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## Reminders:

* Verification by copy of your diploma or an official college transcript must be attached.

# IV. Training Requirement

Each candidate must demonstrate successful completion of 100 hours of disaster/emergency management training ***and*** 60 hours of general management training **with a maximum of 25 hours in any one topic/subject**.

For FEMA independent study courses may account for **ten percent** of total hours in training sessions. That is, a max of 10 hours for disaster/emergency management training, and a max of 6 hours for general management training.

## Summary of Training Hours Form

Disaster/Emergency Management Training

**Requirement:** 100 hours of training, not more than 25 hours in one subject area. Examples of disaster/emergency management training that qualify: EMI courses, state, municipal or other jurisdiction training, seminars sponsored by corporations, appropriate college courses, military training, and so forth. Please see application brochure for more information. This list is NOT inclusive; other training may meet the disaster/emergency management training requirement. Note: One semester hour of college credit equals 15 hours; one continuing education unit (CEU) equals 10 hours. Complete a Training Submissions Form for each item on this sheet. Remember each entry requires proof of attendance and number of classroom hours/CEUs or college hours.

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| --- | --- | --- | --- |
|  | **Title of Training Course** | **FEMA IS Course?** | **Total Hours** |
| **Subject Area 1**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | 🞎 |  |
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| **Subject Area 4**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | 🞎 |  |
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| **Subject Area 5**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | 🞎 |  |
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| **Subject Area 6**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | 🞎 |  |
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| **Subject Area 7**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | 🞎 |  |
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| **Total:** | | |  |

* Please insert Training Submission Forms in the order they are reported on this form, with documentation behind each Submission as they are presented.
* If additional room is needed, you may submit a supplemental form.

## Summary of Training Hours Form

General Management Training

**Requirement:** 60 hours of training, not more than 25 hours in one subject area. Examples of general management training that qualify: principles of management, finance, organizational behavior, budgeting, community development, human resources, computer systems, MIS applications, business communications, public speaking, and so forth. This list is NOT inclusive; other training may meet the general management training requirement. Note: One semester hour of college credit equals 15 hours; one continuing education unit (CEU) equals 10 hours. Complete a Training Submissions Form for each item on this sheet. Remember each entry requires proof of attendance and number of classroom hours/CEUs or college hours.

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|  | **Title of Training Course** | **FEMA IS Course?** | **Total Hours** |
| **Subject Area 1**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | 🞎 |  |
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| **Subject Area 2**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | 🞎 |  |
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| **Subject Area 3**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | 🞎 |  |
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| **Subject Area 4**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | 🞎 |  |
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| **Subject Area 5**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | 🞎 |  |
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| **Total:** | | |  |

* Please insert Training Submission Forms in the order they are reported on this form, with documentation behind each Submission as they are presented.
* If additional room is needed, you may submit a supplemental form.

## Training Submissions Form

***Please check one: Please check one:***

* Disaster/Emergency Management 🞎 Recommended Course
* General Management 🞎 Other Course

1. Training title and number (number where applicable):
2. Training source:
3. Training date:
4. Training length (in hours):
5. Course description (copy of syllabus or curriculum is acceptable) for those courses not listed in the Recommended or Pre-Approved Training Substitutions in the North Carolina Emergency Management Certification Program.

Remember:

* Attach this form to a college or FEMA transcript or certificate of completion OR final class roster with your name OR other acceptable documentation from the institution that conducted the training.
* Documentation must show the number of classroom hours, CEUs, or college credits for a college course.
* One full day of training receives 6-hours credit per day, unless otherwise documented.
* Candidate should duplicate this form as often as necessary to fulfill the 100 hours training required in Disaster/Emergency Management, and the 60 hours required for General Management.
* Supporting documentation should be available if the Certification Committee requests more information.

**» Resubmit this form as often as necessary «**

# V. Professional Contributions in the Field of Disaster/Emergency Management

The concept of professionalism is ultimately defined as one’s contributions to the profession. Candidates can list any and all activities giving special consideration to the most current activities. Specific verification documenting activity is required such as a letter, certificate, or other proof of activity; contact information also is solicited for some contributions and will be checked at the Certification Committee’s discretion.

Submissions for at least six contributions are required; three are required to be completed in North Carolina. All submissions must contribute to and support the field of Disaster/Emergency Management, and have occurred during the 10 years preceding application submission.

1. **Membership:** Active membership in an emergency management or related professional organization for at least three years.
2. **Professional Conference:** Attend a state, regional, or national educational session meeting or emergency management related conference.
3. **Service Role:** Serve as an active member on a board, a committee, a task force, or a special project for a professional, emergency management, or a jurisdictional organization.
4. **Leadership Role:** Serve for at least one term as an officer or in a leadership position on a board, a committee, a task force, or a special project for a professional, emergency management, or a jurisdictional organization.
5. **Special Assignment:** Complete a special assignment or project for a jurisdictional or governmental committee or task force addressing emergency management issues. An example would be a special assignment or project for the county, LEPC, FEMA, EMI, etc. The resulting product or decisions must make a significant contribution to or impact on the emergency management profession.
6. **Speaking:** Develop and participate in an educational or informational speaking engagement on an emergency management issue at a professional conference or public forum (including conferences, workshops, radio, television, educational video, etc.).
7. **Teaching:** Complete a teaching or instructing commitment on an emergency management related topic for a minimum of three actual platform hours.
8. **Exercise & Lessons Learned:** Serve as a developer, evaluator, or controller for either a full scale, functional, or a tabletop exercise or complete a disaster assignment outside the candidate’s jurisdiction. Demonstrate a significant role in the exercise or assignment and describe the lessons learned through participation.
9. **Publications:** Write and have published (in print or on the Internet) an emergency management article, research project, brochure, or instructional pamphlet.
10. **Audio-Visual & Interactive Products:** Develop and distribute a completed audio, video, audio-visual, or computer software project directly related to emergency management.
11. **Awards or Special Recognition**: Receive an award or special recognition in the field of emergency management by an outside agency, organization, or association.
12. **Course Developer:** Complete a significant role as a full partner in the development or extensive revision of a course in emergency management offered at the state, national, or international level.
13. **Legislative Contact:** Testify before a legislative/regulatory body or contact an elected representative (the candidate must receive a written reply as a result of the contact), at the national or state level, on any emergency management-related issue.
14. **Other:** Other contributions must be approved in advance by the NC TASAB.

## Professional Contributions Submission Form

|  |  |  |
| --- | --- | --- |
| **Contribution** | **Submission** | **Completed in NC?** |
| **A. Membership** | 🞎 | 🞎 |
| **B. Professional Conference** | 🞎 | 🞎 |
| **C. Service Role** | 🞎 | 🞎 |
| **D. Leadership Role** | 🞎 | 🞎 |
| **E. Special Assignment** | 🞎 | 🞎 |
| **F. Speaking** | 🞎 | 🞎 |
| **G. Teaching** | 🞎 | 🞎 |
| **H. Exercise & Lessons Learned** | 🞎 | 🞎 |
| **I. Publications** | 🞎 | 🞎 |
| **J. Audio-Visual & Interactive Products** | 🞎 | 🞎 |
| **K. Awards & Special Recognition** | 🞎 | 🞎 |
| **L. Course Developer** | 🞎 | 🞎 |
| **M. Legislative Contact** | 🞎 | 🞎 |
| **N. Other** | 🞎 | 🞎 |

# V. Professional Contributions in the Field of Disaster/Emergency Management

**A. Membership** – Member for three years in a disaster/emergency management related organization. The basis of qualification for this contribution is the organization’s mission, which should be concerned about one or more phases of emergency management and consistent with the protection of life and property of disaster. If the mission of the organization is not apparent by its title, it should be provided in verifiable format (such as from the organization’s web site). The scope of the organization should be state/provincial, national or international. Examples include professional organizations such as IAEM, Association of Contingency Planning, State Emergency Management Association, NEMA, Canadian Emergency Association, British Institute of Civil Defense and Disaster Studies, etc.

To satisfy this requirement, a candidate may list one single membership organization for three years or any combination of organizations. While multiple organizations may be used, documentation of three different years must be provided. Documentation such as a membership card or copy of roster/directory page may be provided for all three years.

Organization:

Membership Years:

Organization official who can verify membership (list name and telephone number):

# V. Professional Contributions in the Field of Disaster/Emergency Management

**B. Professional Conference** – Participation in a disaster/emergency management related workshop or conference for at least a cumulative total of 40 contact hours within the last 10 years. A one or two day meeting on a single topic is considered a workshop. Acceptable conferences may be hosted by national, state, regional or local agencies, schools, business or industry, volunteer organizations, or other entities with an emergency management role. Training (how to) workshops do not fulfill this requirement. A conference agenda is not adequate documentation.

To satisfy this requirement, candidate must document attendance with copies of certificates of attendance, conference badge, etc. A conference agenda is not adequate documentation. Unless otherwise noted on certificate of attendance, candidate will receive six contact hours per conference day.

Name of Conference:

Sponsoring Organization:

Verification Contact/Phone:

Date:

Location:

Describe something you learned:

# V. Professional Contributions in the Field of Disaster/Emergency Management

**C. Service Role** – Serve on a board of directors, a board, a committee, task force, or special project for a professional or a jurisdictional organization contributing to or supporting emergency management. This service should not be one of the core duties of employment. For example, being a member of a Local Emergency Planning Committee (LEPC) is usually a requirement of employment, but being on a multi-jurisdictional committee/task force where the individual is asked to serve because of his/her emergency management knowledge is acceptable.

Documentation substantiating the service role(s), such as a letter of appointment, meeting minutes showing the candidate’s attendance and participation, etc., must be provided. Additionally, the candidate must complete the following items.

Committee/task force title:

Sponsoring organization (be specific):

Time frame/length of service:

Description of charge/assignment:

Description of your role/contribution:

Description of product/contribution to the field:

Certification by supervisor or other appropriate person that this activity was not part of the candidate’s routine job requirements:

Name: Title:

Signature: Date:

# V. Professional Contributions in the Field of Disaster/Emergency Management

**D. Leadership Role** – Serve voluntarily as an officer or in leadership position on a board of directors, board committee, task force, or special project for a professional, emergency management, or jurisdictional organization contributing to or supporting emergency management. Contributions must clearly demonstrate a commitment to the emergency management profession above and beyond that normally expected from an individual’s job responsibilities. Any assignment indicated in the candidate’s job description does not meet the criteria for a leadership role contribution.

To satisfy this requirement, a candidate must document being an actual Officer or Board member, utilizing one single service role or any combination of organizations. **Documentation must be provided.**

Time frame/length of service:

Committee/task force title:

Sponsoring organization (be specific):

Individual who can verify your leadership role (list name and telephone number):

Description of charge/assignment:

Description of your role/contribution:

Description of product/contribution to the field:

Certification by supervisor or other appropriate person that this activity was not part of the candidate’s routine job requirements:

Name: Title:

Signature: Date:

# V. Professional Contributions in the Field of Disaster/Emergency Management

**E. Special Assignment** – Involvement in a special assignment for a jurisdictional or governmental committee or task force addressing a substantive disaster/emergency management issue. The resulting product or decisions must make a significant contribution to or impact on the disaster/emergency management profession.

To satisfy this requirement, a candidate must describe special assignment service on a jurisdictional or governmental committee or task force addressing a specific disaster/emergency management issue. The candidate must demonstrate that the resulting product or decisions make a significant contribution or impact. **Verification of assignment must be attached.**

There needs to be documentation that this assignment is more of an individual accomplishment, rather than a position requirement. A special assignment is not something that is a core part of your job, however, a positive response doesn’t necessarily disqualify, but it probably does require further explanation, (a letter from either the appointing authority or the committee/task force chair) describing the non-routine and special professional contribution made by the candidate on this special assignment. The applicant should provide documentation that this assignment fits under this category rather than under the categories “service role or in some cases leadership role.”

Time frame/length of service:

Committee/task force title:

Sponsoring organization (be specific):

Individual who can verify your leadership role (list name and telephone number):

Description of charge/assignment:

Description of your role/contribution:

Description of product/contribution to the field:

# V. Professional Contributions in the Field of Disaster/Emergency Management

**F. Speaking** – Develop and participate in a presentation or panel for a minimum of 20 minutes (including radio, television, educational, video, etc.) during the last 10 years related to disaster/emergency management. The audience may be community or a professional group. Candidate must be the presenter and not just the author of the presentation.

**To satisfy this requirement, candidate must attach verification of presentation such as thank you letter from the sponsor or manager from the organization for which you spoke. Copies of agendas, PowerPoint slides, or email from individuals who heard you speak do not qualify.**

Location and date of activity:

Sponsoring organization:

Description and length of engagement:

# V. Professional Contributions in the Field of Disaster/Emergency Management

**G. Teaching** – Complete a teaching or instructional commitment relating to disaster/emergency management that equals or exceeds three hours of actual platform instruction. The emphasis of this area is teaching the concept of Disaster/Emergency Management. Providing training technical skills (HAZMAT, Fire, Law Enforcement or EMS) to technical or professional people is not teaching professional disaster or emergency management. Example of teaching under this category include teaching a course on emergency management at a college or university, teaching professional development course of three hours or more related to Emergency Management, or similar instructional commitment where the emphasis is on professional emergency management topics. Teaching is intended to educate about the profession of emergency management, not teach technical skills. Teaching ICS or All Hazards Planning would be acceptable under this contribution. Teaching how to wear PPE or decontaminate people would be examples of training people in technical skills and is not acceptable.

**You must attach verification of teaching or instructional commitment. Copies of agendas, PowerPoint slides, or email from individuals who attended the course of instruction do not qualify.**

Location and date of activity:

Sponsoring organization:

Contact phone number/name (list name and telephone number of individual who can verify service):

Description and length of engagement:

# V. Professional Contributions in the Field of Disaster/Emergency Management

**H. Exercise & Lessons Learned** – Serve as a developer, evaluator, or controller for either a full scale, functional, or a tabletop exercise or complete a disaster assignment outside the candidate’s jurisdiction. Demonstrate a significant role in the exercise or assignment and describe the lessons learned through participation.

Date(s) of exercise or disaster assignment:

Location(s) of exercise or disaster assignment:

Type of exercise or disaster (be specific):

Individual who can verify your role (list name and telephone number):

Description of exercise scenario or disaster:

Description of your role/contribution:

Description of lessons learned from the exercise or disaster assignment:

# V. Professional Contributions in the Field of Disaster/Emergency Management

**I. Publications** – Publish a substantive 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. The candidate must validate primary or secondary authorship. A published byline is acceptable validation. Announcements, flyers, and documents written as work projects will not be considered under this category. Publication in online periodicals qualifies for this category (peer review publication 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.

To satisfy this requirement, a candidate must provide the following information. Additionally, the candidate must provide verification such as a copy of the article, the title page, and an abstract or other short copy, which briefly describes the article.

Title:

Publication Source:

Publication Date:

Check one: 🞎 Primary Authorship **– OR –** 🞎 Secondary Authorship

# V. Professional Contributions in the Field of Disaster/Emergency Management

**J. Audio-Visual & Interactive Products** – Personally develop content for distributed emergency management video, computer software product, or other audio-visual tool. PowerPoint presentations are not applicable. Candidate must validate participation and role. Contributions must clearly demonstrate a commitment to the emergency management profession.

Validation of participation and role must be provided at time of submission.

Title:

Date of production:

Sponsoring organization (be specific):

Description of product: (insert URL if a web site)

Description of its significant contribution(s) to the emergency management field (include reference to product audience):

# V. Professional Contributions in the Field of Disaster/Emergency Management

**K. Awards or Special Recognition** – Receive an award for disaster/emergency management related activities.

To satisfy this requirement, a candidate may submit any award, honor, or special recognition received within the disaster/emergency management community or in conjunction with an emergency preparedness activity. The award, honor, or special recognition must be personalized (i.e. addressed, inscribed, etc.) and refer directly to the candidate. Recognition from a source external to your own organization, is more within keeping with the intent of professional contribution, is more notable than from within.

An award from the City/County Administrator or Board, state or federal agencies for disaster/emergency management related activities to the individual are an example of the type of recognition envisioned. Epsilon Pi Phi Gold or Silver level is also acceptable. Awards for longevity (25 years of service) or routine performance awards are normally not adequate for inclusion under this category. Routine, mass mailed thank you letters, or certificate of participation is acceptable provided the applicant adequately describes why the award is unique or special.

**Any proof documenting award and date is suitable to verify.**

Date of award/honor:

Sponsoring organization:

Describe the Award/Honor and your role and contribution that led to your selection as the recipient (be specific):

# V. Professional Contributions in the Field of Disaster/Emergency Management

**L. Course Developer** – Play a significant role in the development or extensive revision of an educational emergency management course of at least three hours in length.

The person demonstrates that they have based the content on the analysis and have analyzed and documented information about the learner (demographics, learning level, technical expertise, etc.), the learning environment (noisy room of computers, a classroom set up conference style, etc.), the learning outcomes (what exactly the learner is expected to do, when, with what tools, and to what degree of success), the existing knowledge base (to determine the learning gap), the learning and development constraints (such as teaching how to turn over a rock in a collapse online, lack of language knowledge, or budget), and evaluation strategy (based on performance objectives and written at the time the objectives are).

To satisfy this requirement, a candidate should attach a copy of the lesson plan and other documents that demonstrate his/her role in developing the course and/or provide other means of verification. A set of PowerPoint slides does not demonstrate the candidate’s role in developing or revising a course of instruction.

Title/length of course:

Host organization:

Audience:

Date:

Description of course content (if lesson plan not attached):

# V. Professional Contributions in the Field of Disaster/Emergency Management

**M. Legislative Contact** – Contact an elected representative at the national or state level regarding an emergency management issue. The candidate must submit a copy of his/her original correspondence and a copy of the reply or email receipt from the elected official. The Committee cannot award credit without both pieces of documentation.

# V. Professional Contributions in the Field of Disaster/Emergency Management

**N. Other** – Other contributions may be recognized if they do not apply to one of the other established categories. An example is volunteering to go on a disaster assignment not in your jurisdiction. Epsilon Pi Phi membership is another example.\* Contributions must clearly demonstrate a commitment to the emergency management profession.

Candidates are encouraged to be creative in submissions with this category; verification must be attached. Submitted documentation can be a set of orders listing you as someone deployed to a disaster site outside of your jurisdiction, etc.

Describe activity or program specifically providing dates, name of association or program sponsor, program audience and any other pertinent description:

Describe your role or involvement:

Identify why this activity makes a contribution to the field of emergency management and is therefore applicable to this portion of the Associate Emergency Manager process:

\* For each certification or recertification cycle, candidates must submit either Epsilon Pi Phi membership under O) Other **OR** Epsilon Pi Phi Level Gold or Silver under K) Awards & Special Recognition. Candidates may not use Epsilon Pi Phi to fulfill multiple professional contributions during the same certification or recertification cycle.

# Essay

This portion of the certification process is qualitative and designed to assess the candidate’s knowledge, skills, and abilities of disaster/emergency management and written communication skills. Candidates should equate this section to an “interview” when you are asked to describe a problem and solution in disaster/emergency management.

Your essay should be between 1,000 and 1,500 words. The essay must be prepared used a word processing program, 12 point type, Times New Roman, one inch margins, double spaced. This format is approximately 300 words per page. This part of your application is intended to be an essay not a research paper. Candidates are encouraged to edit your work and use the spell checker. They should then set it aside for a while, then review it one more time before submission.

1. Introduction – The essay requirement will assess the candidate’s knowledge, skills, and abilities through practical problem-solving analyses of an emergency management scenario. The Certification Committee will review and critique the essay based on the management concepts of planning, organizing, leading, controlling and communicating.
   1. Knowledge of the four phases of emergency management;
   2. Knowledge of human behavior and its impact during a disaster;
   3. Knowledge of an organization and the environment in which it operates;
   4. Knowledge of codes, legislation, regulations, forms, and other documents which impact on the emergency management function;
   5. Skill in leading people;
   6. Skill in building and maintaining internal and external alliances;
   7. Skill in communication;
   8. Ability to manage an organization strategically (long-range) and tactically (short-range);
   9. Ability to acquire and manage human, material, and financial resources;
   10. Ability to manage multiple priorities utilizing creative problem-solving techniques;
   11. Ability to make and convey decisions in a timely manner; and
   12. Ability to present materials and ideas in a logical, rational, clear, and concise manner.
2. Completion Guidelines – In completing the management essay, ensure it includes, at a minimum, the following points:
   1. Identify the problem to be solved;
   2. Identify the objective to be achieved;
   3. Describe necessary actions required to achieve the objective and the problem solution;
   4. Describe the intended outcome (behavioral, technical, equipment and/or supplies, financial, etc.) as a result of implementing the necessary actions;
   5. Describe the human resources used in the process; and
   6. Describe the material resources used in the process

## Essay Scenario

Disaster County is a rural North Caro**l**ina county of almost 100,000 people. You recently assumed the responsibilities of County Emergency Manager in charge of emergency preparedness and response. You just completed a self-inspection of the county’s emergency management program and discovered the following:

* The emergency response/recovery plan is obsolete (7 years old) and contains numerous erroneous and conflicting statements. At a meeting with the County Manager, you explained your findings, yet the Manager expresses very little interest in the subject. “You are the emergency manager. I hired you to fix this. It is your responsibility,” said the Manager.
* There is a genuine lack of interest and involvement throughout the county. Implementing instructions and checklists are not current, equipment is missing and/or in need of repair, and personnel are not familiar with their required actions during an emergency/contingency situation.
* The emergency operations center (EOC) is usually used as a conference or meeting room and has to be converted over for use during emergencies. Supplies and communications equipment has to be brought in from other offices.
* The person you replaced had the County convinced that the program was in excellent shape. After all, the county had not experienced a major emergency or disaster in the last seven years and the emergency management budget has remained steady. He was also a respected member of the community who socialized with senior department heads on a regular basis.

How will you approach the challenge of implementing an efficient, well-organized comprehensive emergency management program?

**At the end of your response, you must type the following statement, and sign your submission:**

“I verify that I have independently completed this essay.”

(Your Name) (Your Signature)