

Getting Your Application Certification Approved



A Guide for First Time Applicants

Jeff Goldberg, FPEM, FMI
Certification Commission Vice Chair

Dana Shropshire, FPEM-HC
Mitch Smeykal, FPEM, FMI
Certification Commissioners



Objectives

- Educate FEPA membership on the types of certifications available
- Educate FEPA membership on the application process
- Ensure consistency and accuracy

Objectives

- Improve the “first review” pass rate
- Provide information of potential pitfalls
- Increase the number of certified members





Why Certify?

- To receive recognition of professional competence
- To join an established network of credentialed professionals
- To take advantage of enhanced career opportunities

Why Certify?

- To obtain formal recognition of educational activities
- Requirement of employment
- Personal satisfaction





Certification Program

- Applicants for certification must be able to prove their eligibility by including documentation of:
 - Required training
 - Professional contributions
 - Experience
 - Time in service.



Emergency Management Certification





Emergency Management Certification

- Designed to recognize individuals who possess the experience, knowledge, and skills to effectively manage a comprehensive emergency management program
- Recognizes emergency managers, as well as, emergency management partners in the public, private, and volunteer sectors who dedicate their time and efforts to the field of emergency management



Levels of Certification

- Florida Emergency Management Volunteer (FEMV)
- Florida Associate Emergency Manager (FAEM)
- Florida Professional Emergency Manager (FPEM)



Work History

- Signed letter from the Emergency Management Director or supervisory level management from applicant's jurisdiction or organization.
- Position description AND Signed letter from the supervisor of applicant stating emergency management is a significant role of applicant's position and dates of emergency management service
- Volunteer/internship duties may also be counted.
- FEMV - Documentation is required from agency benefitting from this volunteer service



Work History

- Comprehensive Emergency Management experience
- Greater than 50% of your responsibilities must be in the five mission areas
 - FEMV - Two years of disaster related and/or emergency management volunteer experience attained in Florida
 - FAEM – Two years/one year MUST be attained in the State of Florida (demonstrate participation in two of the five mission areas)
 - FPEM – Four years/two years MUST be attained in the State of Florida (demonstrate participation in three of the five mission areas)

Comprehensive Emergency Management

- Comprehensive Emergency Management includes all five mission areas of disaster activity:
 - Mitigation
 - Prevention
 - Protection
 - Response
 - Recovery



Comprehensive Emergency Management

- Integrating all stakeholders, in all mission areas of emergency activity for all types of disasters
- The certified individual has shown that they are capable of effectively accomplishing the goals and objectives of disaster/emergency management in all the environments listed above





What Constitutes an Emergency Management Function?

- What it is:
 - Assigned primary Emergency Management responsibilities for your agency/organization
- What it isn't:
 - Firefighters, EMT/Paramedic or Law Enforcement
 - First Responder with EOC responsibilities only during a disaster/drill
 - Fire Chief or Public Safety Director who supervises an Emergency Manager
 - Public Works staff who participates in exercises



Disaster/Exercise Experience

- Must document 48 hours of active involvement in an emergency or disaster event
 - Sign in sheets
 - ICS Forms – IAP, 204, 214, etc.
 - Documentation from a Second or Third Party such as:
 - Signed letter from Incident Commander, EM Director or supervisor documenting role and responsibilities, and clearly indicating number of hours actively involved
 - Other supporting documentation may include newspaper articles, photos, certificates/plaques, thank you letters, but not in lieu of the above



What is a Disaster?

- For **Disaster/Significant Event Experience credit**, the incident must have occurred within the **last ten (10) years**.
- The Applicant must document **at least forty eight (48) hours of active involvement** in a **Declared Disaster (local, state, or federal), National Special Security Event (NSSE), Major Public Event or Complex Incident**
 - Qualifying *events or incidents involve impacts or threats to life safety and property and;*
 - *requires activation of multiple Command and General Staff positions, as well as, supervisor;*
 - *and unit leader level positions. The incident extends into multiple operational periods and;*
 - *requires multiple agency coordination, as well as, management of a significant number of resources and produces reports (SITREPS, IAPs, etc.).*



Exercise Credit

- The exercise must have occurred within the last five (5) years. The applicant must document extensive participation in:
 - One (1) full scale exercise, or
 - Two (2) functional exercises (counts as only one experience), or
 - Four (4) tabletop exercises (counts as only one experience)



Professional References

- Three professional references (the first is your supervisor)
- References who do not qualify:
 - Subordinate
 - Former student
 - Friends
 - Neighbors
 - Relatives
- If a reference is in question, consult with a FEPA Certification Commissioner for clarification.



Training Criteria

- General Management (waived with a 4 year degree)
 - FAEM – 25 hours
 - FPEM – 50 hours
- Emergency Management - EM training must have been completed within the last 10 years of application date
 - FEMV – 50 hours
 - IS100, IS200, IS700 and IS800
 - FAEM - 100 hours/25 in Florida Classroom
 - EMI Professional Development Series (PDS)
 - IS100, IS200, IS700 and IS800
 - FPEM – 150 hours/50 in Florida Classroom
 - EMI Professional Development Series (PDS) (FEMV exempt)
 - IS100, IS200, IS700 and IS800
 - G300 and G400



Hours Required Per Mission Area

- Certification
 - FAEM: 12 hours
 - FPEM: 25 hours
- Recertification
 - FAEM: 8 hours
 - FPEM: 15 hours
- Only ONE mission area per course
- Tally totals at the bottom of the page
- If multiple pages, ensure a final tally for all mission areas on all pages



Training Instructions

- Documentation must be organized/listed on appropriate form
- List of FEPA Approved Training (www.FEPA.org)
 - Types of acceptable GM Training
 - Types of acceptable EM Training
- Courses not listed in the List of Approved Training
 - Training Course Submission Form
- Maximum of 25 hours in any one topic or subject
- Emergency Management conferences are given 10 hours of credit each and cannot be duplicated in Professional Contributions



Training Instructions

- Regionally accredited college or university classroom or independent study courses
 - One semester hour = 1.5 quarter hours = fifteen (15) hours toward certification
 - One continuing education unit (CEU) = ten (10) hours toward recertification
 - A Training Submission Form must be filled out for both of these types of courses
- List training courses in alphanumeric order on the Summary of Training Hours Form and present in the order listed



Training Instructions

- Submit documentation for slightly more than the minimum required hours. This could potentially avoid the denial of the application if a training submission is found to not qualify as valid
- Applicants with an Emergency Management Degree
 - Follow the chart that shows how many emergency management hours are required based on the time since the degree was awarded
 - Ensure proper documentation is provided to support number of credit hours claimed



Training Instructions

- Required PDS certificate and ICS training certificates must be included in the training section
 - Can be included as part of required training hours if issued within the last ten years.
 - Leave pre-populated titles for required certificates as printed on the form.



Training Instructions

- A maximum of ten (10) training hours awarded for the successful completion of a FEMA/EMI Independent Study Course except where noted on the **“FEPA List of Approved Training”**
- A maximum of 7 training hours awarded per day, unless otherwise documented.
- Emergency Management conferences, seminars, or workshops must have attained contact hours to be eligible for consideration. Maximum credit of 10 hours
- Supporting documentation must be attached



Training Submission Form

- If a training is not on the “FEPA List of Approved Training”, complete a Training Submission Form
- Attach a transcript, certificate of completion, or final class roster with your name or other acceptable documentation from the institution that conducted the training



Training Submission Form

- A maximum of 25 hours for any one documented training course
- **Keep in mind, there is no guarantee that this training will be accepted for credit!**



Professional Contributions

1. Disaster Experience
2. Technical (Exercise)
3. Professional Membership
4. Leadership and Participation
5. Speaking
6. Teaching and Instructing
7. Publications
8. Audio-Visual and Interactive
9. Awards or Special Recognition
10. Coordination / Cooperation
11. Special Assignment
12. Special Service
13. Professional Development
14. Mitigation Activity
15. Legislative Activity Contact
16. Advanced Professional Series (APS) Certificate
17. Master Instructor



Professional Contributions

- The concept of professionalism is ultimately defined as one's contributions to the profession
- 17 categories for submission
 - FPEM requires 7
 - FAEM/FEMV requires 4
- Must have occurred in the State of Florida or part of a Florida Deployment
- Must have occurred within the last 10 years (last 5 years for recertification)
- Each category is limited to one contribution credit



Professional Contributions

- Do not duplicate any activities already included in the application (i.e., disaster or exercise)
- Submit more than the minimum contributions
- Pay close attention to notes at the top of the Submittal Form
- Completion of the Checklist is required
- Documentation must clearly support your claim of the activity
- Appropriate documentation is key for a successful submission!



Healthcare Certification





Healthcare Certification

- Designed to recognize devoted individuals who possess advanced knowledge, skills and abilities to effectively accomplish the goals and objectives of any emergency management program in all healthcare environments
- Designates prescribed training and educational criteria plus demonstrated direct working experience in comprehensive healthcare emergency management



Levels of Certification

- Florida Associate Emergency Manager - Healthcare Concentration (FAEM-HC)
- Florida Professional Emergency Manager - Healthcare Concentration (FPEM-HC)



Healthcare Training Criteria

- Hospital Incident Command System (HICS)
- 8 hour FHA Basic Healthcare Emergency Management
- 16 hour FHA Advanced Healthcare Emergency Management
- L146 Homeland Security Exercise and Evaluation Program (HSEEP)
- IS100.HCb, IS200.HCa, IS700 and IS800



Instructor Certification





Instructor Certification

- Designed to certify individuals who possess the experience, knowledge, and skills to effectively teach, instruct, and/or facilitate classes in a comprehensive emergency management program in Florida.
- Open to all emergency management partners in the public, private, and volunteer sectors who dedicate their time and efforts to the training in any of the mission areas that encompasses emergency management.



Levels of Certification

- Florida Basic Instructor (FBI)
- Florida Intermediate Instructor (FII)
- Florida Master Instructor (FMI)



Instructor Work History

- Florida Basic Instructor
 - Two (2) years of full time emergency Management Experience with one (1) year attained in Florida
- Florida Intermediate Instructor
 - Four (4) years of full time emergency Management Experience with two (2) years attained in Florida
- Florida Master Instructor
 - Six (6) years of full time emergency Management Experience with four (4) years attained in Florida



Instructional References

- Florida Basic Instructor
 - One (1) reference from a course manager/training coordinator
- Florida Intermediate Instructor
 - Two (2) references from two (2) separate course managers/training coordinators
- Florida Master Instructor
 - Three (3) references from three (3) separate course managers/training coordinators



Instructor Evaluation/Survey/Peer Review

- Florida Basic Instructor
 - Submit 10 student evaluations or survey responses (no peer review)
- Florida Intermediate Instructor
 - Submit 25 student evaluations or survey responses
 - Peer review from a current Master Instructor (in person or via electronically)
- Florida Master Instructor
 - Submit 50 student evaluations or survey responses
 - Peer review from a current Master Instructor (in person or via electronically)



Florida Basic Instructor Requirements

- Minimum of 50 hours of EM instructional experience within the last 10 years with no limits on hours in any EM mission areas
- Minimum of 16 hour instructional delivery training
- Minimum of 50 hours of Emergency Management Training with 25 hours obtained in Florida (waived with FEMV, FAEM, or FPEM)
- IS100, IS200, IS700 and IS800



Florida Intermediate Instructor Requirements

- Minimum of 100 hours of EM instructional experience within the last 10 years with no more than 75 hours in any one EM mission area
- Minimum of 100 hours of Emergency Management Training with 25 hours obtained in Florida (waived with FAEM or FPEM)



Florida Intermediate Instructor Requirements

- Minimum of 25 hours of General Management Training (waived with a four (4) year degree)
- Minimum of 40 hour of instructional delivery training
- Professional Development Series (PDS) Certificate
- IS100, IS200, IS700 and IS800



Florida Master Instructor Requirements

- Florida Professional Emergency Manager (FPEM) Certification required
- Minimum of 200 hours of EM instructional experience within the last 10 years with no more than 150 hours in any one EM mission area
- Advanced Professional Series (APS) Certificate
- Minimum of 40 hour instructional delivery training



In the Home Stretch...





Did You...

- Complete the application on computer?
- Complete a spell and grammar check?
- Organizational your application package?
- Pay attention to time and duplication limits?
- Use a Certification Commissioner as a mentor?



Did You...

- Remember to sign the application?
- Pay your application submission fee?
- Pay your FEPA dues?
- Did you document, document and document?

Common Pitfalls

- Poor/incomplete documentation!
- **NO** candidate signature
- **NO** submission of application fee and current FEPA membership





Common Pitfalls

- Electronic application **NOT** organized and submitted in Adobe® PDF format following the order and instructions of the application for certification (**will be rejected without review**)
- Excessive application size (in excess of 125 pages - **will be rejected without review**)



Minor Clarification

- Names and phone numbers provided for individuals that can verify any information submitted in this application will only be used for minor clarifications
- They will not be used as the sole source for verification
- The documentation must stand on its own



What If I Didn't Pass?

- Applications reviewed by least two Commissioners
- Applicants that are denied will be notified in writing
- A letter of denial and corrective action matrix will be sent to applicant



What If I Didn't Pass?

- Applicant may be assigned a commissioner as a mentor to assist them in correcting deficiencies
- Applications must be re-submitted within one year
- Help us help you!



Application Deadline

- The new FEPA Certification/Recertification Application went into effect on February 29, 2017
- The Class of 2018 application deadline is November 1, 2017 at 11:59 pm EST for electronic submission



Mentoring

- Applicants are encouraged to work with a certification mentor before submitting an application package to ensure consistency and accuracy
- Discontinued post submission handholding by Commissioners during the review process
- List of current Certification Commissioners is maintained on the FEPA website



Application Submission

- Electronic certification applications can be uploaded to the FEPA website throughout the year
- Paper applications will not be accepted
- All electronic applications will be purged/deleted from the FEPA system following the Annual Awards Ceremony



So Let's Wrap This Up...

- FEPA Certification Commissioners WANT you to be successful!
- We're here to help you succeed
- Having certified members improves our organization as a whole
- Strengthens our professional networks
- For help, contact a Certification Commissioner
 - Roster is posted on the FEPA website

Thanks!



Jeff Goldberg, FPEM, FMI
Certification Commission Vice Chair

Dana Shropshire, FPEM - HC
Mitch Smeykal, FPEM, FMI
Certification Commissioners