



# Are You Certified?? If Not, Why Not??!!



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# Objectives

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- Educate FEPA membership on the types of certifications available and the application process
- Provide information of potential pitfalls
- Mentor applicants during this session to help set them up for success



# Why Certify?

- To receive recognition of professional competence
- Requirement of employment and to take advantage of enhanced career opportunities
- Personal satisfaction



# Certification Program

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- 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

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- 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

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



# 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

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



# Comprehensive Emergency Management

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- Integrating all stakeholders, in all mission areas of emergency activity for all types of disasters
- The individual must show 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?

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- 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

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- 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



# 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

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- 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

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- Three professional references (the first is your supervisor)
- 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

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- Certification
  - FAEM: 12 hours
  - FPEM: 25 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](http://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

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- 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 Submission Form

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- 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
- 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



# Healthcare Certification





# Healthcare Certification

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- 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

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



# Healthcare Training Criteria

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- 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

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- 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

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



# Instructor Work History

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- 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

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- 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

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- 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

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- 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

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- 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

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- 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

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- 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...





# Application Tips

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- Submit your training certificates in the order you list them.
- Leadership training and degrees can be submitted under general training or professional contributions.
- Request a mentor, they can help identify any documentation weaknesses in advance.
- Submit an extra one or two professional contributions.





# Did You...

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- Complete the application in the Certification Portal?
- Complete a spell and grammar check?
- Organize 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?



# Certification Mentors

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- Mentors are Certification Commissioners
- This is different from the FEPA Mentoring Program
- Mentors can review documentation with you
- Mentors cannot guarantee a successful application.
- You are encouraged (especially first time applicants) to use a mentor.



# Minor Clarification

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- 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?

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- 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
- Application fee waived if resubmitted within 90 days.





# 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 90 days.
- Help us help you!



# Application Deadline

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- The next FEPA Certification/Recertification Class Application window opens February 5, 2024
- The Class of 2025 application deadline is November 1, 2024, at 11:59 pm EST for submission



# Application Submission

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- Certification applications can be submitted via the FEPA Certification Portal throughout the year
  - Do not wait until the deadline if you have everything for your application.
- 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



# Questions?



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