



COLORADO EMERGENCY MANAGEMENT ASSOCIATION
Colorado Certified Emergency Manager / Associate Emergency Manager
Application Package

INSTRUCTIONS

Follow the instructions in this package carefully.

- Attach supporting documentation for each section after the cover sheet for that section.
- Attach all supporting documentation requested in the order the items appear in the section being completed.
- Convert the application, all relevant sections, and all supporting documents into one PDF file, of less than 100 mb.
- Name the file as follows: ***LastnameFirstnameCEMapplication_Date*** , for example: DoeJohnCEMapplication_01012022.
- All packages must be submitted electronically via the [Colorado Emergency Management Association \(CEMA\) website](#).
- All fees must be paid before the package will be reviewed. **Note:** Make sure as a CEMA member that you are logged in to receive your member discount.

Current Fees: CEMA Member: \$50.00

Non-Member: \$100.00

Questions

Please review the Colorado Certified Emergency Manager (CO-CEM) Certification Requirements Guide or contact the Certification Committee via the [CEMA website](#).

Review and Resubmission

Once submitted with fee payment, your package will be reviewed in its entirety. In the event your package is not approved, it will be returned with comments from the evaluators on the reasons why the application was not approved. **All fees are non-refundable.**

You may resubmit your revised application one time without additional charge, within six months of the date the package and comments were returned to you. If declined again, the application will again be returned with comments from the evaluators on the reasons why the application was not approved. Applicants will be required to pay an application fee for further resubmissions. In addition, applicants will be required to pay an application fee for resubmissions greater than six months from initial application.

Certification Upgrades

Must submit a full current CO-CEM package with current signature and date for upgrades from the Colorado Associate Emergency Manager (CO-AEM) to the CO-CEM.

SECTION 1 – APPLICANT INFORMATION

This application package must be submitted by December 1 to receive recognition at the CEMA annual conference.

Name:	
Home Address:	
City/State/Zip:	
Phone:	Email:
Name Changes:	

Name Changes

If the name on this application does not match the name on any document in this package, please attach a copy of name change documentation (court documents, marriage certificate, etc.)

Certification

- ☐ Colorado Certified Emergency Manager (CO-CEM)
- ☐ Colorado Associate Emergency Manager (CO-AEM)

You will be issued a CO-AEM certification if your application does not meet the requirements for the CO-CEM but does meet the requirements for CO-AEM.

Acknowledgment and Signature

I understand and agree that: certification is subject to the approval of the CEMA, and if granted, is valid for a five-year period. All statements and documents are true and correct to the best of my knowledge, and false statements or misrepresentations will void this application or any issued certification. I will not misuse CEMA's trademarks in any way. I consent to verification of any information contained in this application package.

Applicant Signature: _____ Date: _____

SECTION 2 – WORK EXPERIENCE

Copy the page below as many times as needed.

Certification	Requirements
CO-AEM	- Two years of full-time or equivalent experience in the last three years - One year minimum employment and/or service in Colorado
CO-CEM	- Three years of full-time or equivalent experience in the last five years - Three years minimum employment and/or service in Colorado

Notes:

- Experience** means being directly involved with decision-making, plan writing, training, exercise, and active participation in response, mitigation, preparedness, and recovery phases of emergency management.
- Full-time** is considered 32 hours a week or greater.

Employer:
Job Title:
Address:
City/State/Zip:
Supervisor Name:
Supervisor Title:
Supervisor Phone:
Supervisor Email:
Employment Dates (From/To):
Average Hours Worked Per Week:
Percentage of Time Spent on Emergency Management:
Summary of Job Duties:

SECTION 3 – REQUIRED AND ADDITIONAL TRAINING

Certification	Training
CO-AEM	- FEMA Professional Development Series (PDS) (no time requirement) - FEMA Incident Command System (ICS) Courses (Online or classroom) in the last ten (10) years - IS – 100 - IS – 200 - IS – 700 - IS – 800 - Fifty (50) additional training or instructor hours directly related to emergency/disaster management or Homeland Security in the last five (5) years
CO-CEM	- All CO-AEM required training - FEMA ICS Courses in the last ten (10) years - ICS – 300 - ICS – 400 - One hundred (100) additional training or instructor hours directly related to emergency management or homeland security completed in the last five (5) years OR - Completed Colorado Emergency Management Academy Certificate OR - Degree in emergency management / homeland security from an accredited university or college

Acceptable Documentation

- Certificates, diplomas, redacted transcripts (including CoTrain), with the applicant's name clearly legible. **Please highlight all applicable courses if submitting transcripts.**
- A FEMA Independent Study transcript to document the completion of all IS courses including dates and official CEUs. **Please highlight all applicable courses if submitting transcripts.**

Continuing Education Units and College Credit

- CEUs convert at ten (10) hours per CEU.
- College classes convert to fifteen (15) hours per semester hour or twenty-three (23) hours per quarter hour.

Course Listing

- Complete the course listing and total training hours on the next page.
- Documentation must be attached in the same order the classes are listed.

- College classes can be listed on one line for each transcript, with hours converted and totaled on the worksheet (Example: CU Transcript, 200 hours, CU Boulder).

Copy this page as many times as needed.

Course Number and Title	Course CEU/Hours	Course Provider	Transcript/Cert, Letter?
			☐
			☐
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			☐
			☐
			☐
Total Education and Training Hours:			

SECTION 4 – EDUCATION

Certification	Education
CO-AEM	● Minimum of an associate degree or 60/90 credit hours from an accredited college OR ● Four (4) years of full-time work experience
CO-CEM	● Any 4-year secondary degree from an accredited university or college in any professional field is required OR ● Eight (8) years of full-time work experience to meet this requirement

Notes

- For a completed degree, attach a scanned copy of your diploma(s); or if applicable your Graduate Certificate. Transcripts are not an acceptable form of degree completion documentation and should not be included.
- For college credits only with no degree yet earned, attach a copy of your transcript(s), with only your name visible. For privacy purposes, please redact all personal information including address, SSN#, student ID number, etc.
- For work experience, please ensure Section 2 reflects the base experience requirement and the additional experience for education equivalence.

SECTION 5 – PROFESSIONAL CONTRIBUTIONS

Both CO-CEM and CO-AEM applicants are required to have provided positive contributions to the field of emergency management. Contributions must have been within five years of the date of application.

Certification	Professional Contributions
CO-AEM	Five (5) contributions in five (5) separate categories
CO-CEM	Seven (7) contributions in seven (7) separate categories

Contributions

- All submissions must contribute to and support the field of Disaster/Emergency Management.
- The concept of professionalism includes one's ongoing contributions in support of the profession. Candidates can list all activities giving special consideration to the most current ones. Specific verification documenting a professional activity is required and may include letters, certificates, or other documentation. Contact information for verification of activity should be included for each.
- All submitted activities must be professional contributions to or in support of accepted emergency and disaster management practices.
- All information must be submitted or attached to the current application form; candidates may duplicate individual forms and utilize additional pages as necessary. Since this segment reflects contributions of and support to the field of emergency management, these activity submissions must reflect activities performed that are outside the scope of duties identified in an applicant's formal job description.

Documentation of Contributions

- Contributions must clearly demonstrate a commitment to the emergency management profession during the previous five (5) years from the date of application.
- Contributions submitted for activity credit must include the dates, contact information, and any required attachments for verification.
- Specific verification documenting activity is required including letters, certificates, or other proof of activity. Documentation must show clarity and proof that the contribution was completed by the applicant.
 - Contact information is required for activities certified via a letter and may be verified with the issuer.
 - Letters should be from a direct supervisor, agency head, division director, or chief executive.
 - For military personnel, the letter should be from an E-6 or O-3 or higher.

Categories and Multiple Submissions

- Contributions are divided into thirteen (13) numbered categories, each within a broad subject area.
- Each category is equal to one (1) contribution or activity. Please do not duplicate any activities already included in the entire application.
- If you feel two (2) example submissions in one category would strengthen the review process, please consider sending both examples.
- Applicants are encouraged (but not required) to submit more than the required number of categories to provide some margin for error if submissions for one (1) or two (2) categories are not accepted.

Documentation Submission

A cover sheet for each submitted category should be included followed by the documentation for that category. The cover sheet should contain a short, written narrative that describes how this activity meets the intent of the contribution category.

Reference Letters

Must include criteria, dates and details describing the scope of activity.

Contribution Categories

Check the box for the specific categories for which documentation is attached.

Submitted	Contribution
☐	1. Leadership or Service Role Voluntarily serve in one (1) of the following in a professional, emergency management, or jurisdictional organization contributing to or supporting emergency management, • An elected or appointed officer • In a leadership position • As a member of a committee Note: • IAEM service will qualify while LEPC service does not.
☐	2. Legislative and Policy Complete one (1) of the following, • Testify before a legislative body at the national or state level on an emergency or disaster management-related issue. • Participate in a regulatory, rulemaking, or organizational/program evaluation role (i.e. CEMA Legislative Committee or Emergency Management Day at the Capitol).
☐	3. Special Assignment Involvement in a special assignment for a task force or working group addressing a substantive disaster/emergency management issue. Involvement must, • Address an identified topic or issue in emergency management, and • Result in a significant product impacting the field.
☐	4. Speaking Develop and participate in three (3) presentations, seminars, or panels that meet the following requirements: • Minimum of twenty (20) minutes each (including radio, television, educational, video, etc.). • At the national, regional, or local level and in any combination. • Include an audience of community, academic, or professional group. • Applicant is <i>both</i> the author and presenter of the presentation.

☐	5. Teaching or Instruction Complete a formal teaching or instructing commitment relating to emergency management that, • Equals or exceeds three (3) hours of actual platform time. • Is external to the applicant's day-to-day job or internal agency.
☐	6. Curriculum Development Independently develop an academic, training, or seminar curriculum related to emergency management. OR Play a significant role in the development or extensive revision of an educational emergency management course of at least three hours in length. Note: • Must be external to the applicant's day-to-day job or internal agency.
☐	7. Publications Author or co-author and publish (print or electronic) an emergency management-related article or an academic research project. Notes: • Must be for use outside the applicant's area of jurisdiction. • A copy of the publication must be included with the application. • A capstone, white paper, or product as part of or resulting from a class or training is not applicable.
☐	8. Technological Related Product Development Independently developing a technology product related to emergency management that is not currently in professional use or practice. This product may include a website with significant functionality, software, video, or interactive audio-visual product.

☐	9. Exercise Design and Execution; or Participation Play a significant role in the planning, designing, organization, and execution of a functional or full-scale exercise. OR Participate as a player, controller, evaluator, or simulator in an exercise a minimum of five times over the last five years. Notes: • Serving as an Actor does not qualify for this contribution. • Applicant must provide exercise documentation with their name clearly identifiable and their position/role for each exercise.
☐	10. Program or Project Development and Participation Develop or coordinate external public or community outreach programs, professional workshops, conferences, or education programs. Note: • Attendance at workshops or conferences does not qualify.
☐	11. Incident Deployment or Assignment (Non-Exercise) Deploy or be assigned to an ongoing incident which includes assignment as a(n), • Member of an Incident Management Team (IMT). • Member of an Incident Management Assistance Team (IMAT). • Single resource. • Assignment to an activated Emergency Operations Center (EOC), Department Operations Center (DOC), Multiagency Coordination Center (MACC) or Joint Information Center (JIC). OR Deploy or be assigned to any organized team with, • Planning • Mitigation • Damage Assessment • Other related emergency management response function.

☐	12. Awards or Special Recognition Receive an award or special recognition for an emergency management accomplishment. Notes: • Awards or special recognition must specifically name the individual and the significance of the award. • Awards or special recognition received as a part of a large group (i.e., an entire department or organization) do not qualify.
☐	13. Supplemental Professional Development <i>This supplemental category is provided for additional training and activities not already listed in the application.</i> Successfully obtain two (2) supplemental professional certifications related to emergency management. Examples may include, but not be limited to, • FEMA Advanced Professional Series (APS) • FEMA or Colorado Basic, Advanced, or Executive Emergency Management Academy • FEMA Master Exercise Practitioner (MEP) • FEMA Continuity of Operations Practitioner or Master Continuity Practitioner • FEMA Trainer Program (or other emergency management training center) • Emergency Management Assessor Program (EMAP) Assessor