

NORTH CAROLINA EMERGENCY MANAGEMENT CERTIFICATION PROGRAM

Developed by the
North Carolina Emergency Management Association

And the
North Carolina Division of Emergency Management

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Vision Statements

The vision for the North Carolina Emergency Management Association is for legitimate partnership (local, state, federal and private sectors) to provide effective leadership and professionalism to our membership.

The vision for the North Carolina Division of Emergency Management is “In cooperation with our partners, we are committed to enhancing the quality of life in North Carolina by assisting people to effectively prepare for, respond to, recover from, and mitigate against all hazards and disasters. We will accomplish through the use of verifiable data, operating efficiently, formulating sound public policy, and enhancing public awareness.”

Purpose

The purpose of the North Carolina Emergency Management Certification Program is to institutionalize the professionalism of emergency managers within the state.

Overview

The North Carolina Emergency Management Certification Program is a blend of education and experience and is tiered to allow for the enhancement of knowledge by both new and experienced emergency managers.

Certification Process

Overview

Those interested in obtaining North Carolina Emergency Management Certification need to acquire training in the profession as well as gain experience. The program is designed to be both subjective and objective. Training is objective based, and experience is subjective based. New individuals to the program will start working on their Type IV certification (the first level).

Review Board

The Review Board was established to maintain the professional knowledge, skills and experience for the Certification Program, evaluate an applicant's completion of the requirements for certification, and to ensure consistency of the evaluation process from candidate to candidate and year to year. Members are appointed for two year terms of service, which will be staggered so that only three members at most will change in any given year. Three of the initial members will serve a three-year term to allow for the establishment of the rotation. The NCEMA Training Committee shall approve the local Emergency Management Director/Coordinator Review Board members. It is recommended that they come from the association membership. The Director of the North Carolina Division of Emergency Management shall appoint the other members to the Review Board. The background of the Review Board members shall reflect expertise in the law enforcement, emergency medical service, fire service, and emergency management subject matter areas. The Review Board shall be comprised of:

- One individual from NCEM Training Group
- One NCEM Branch Manager
- One NCEM Area Coordinator (not from branch manager's area)
- Three local Emergency Management Directors/Coordinators (one from each branch)

The Review Board shall meet at least twice a year (or more frequently as necessary) to review applications that are submitted. Each committee member shall have a complete copy of all application packages being reviewed prior to the commencement of meetings. Meetings can be held in-person or via conference call, but the Review Board must have four of the six appointed members present to approve applications.

Review Board Responsibilities

Responsibilities of the Review Board include:

- Receipt and review of the applicant's package
- Approval or denial of the applicant's package
- Submitting completed and approved packages to NCEM
- Maintaining and updating the Training Allocation Chart
- Substituting courses or experience for those required
- Review and approve or deny requests for extensions
- NCEM shall be the repository of all records

Application Package

A complete application package consists of:

- Letter from supervisor demonstrating required emergency management work experience or other documentation such as work performance plan, resume, or other documentation approved by the review committee,
- completed certification application form for Type wishing to be obtained,
- copies of training certificates completed within the past 5 years documenting the educational requirements,
- and a letter addressing any course substitution requests.

Completed packages should be submitted to:

NCEM
Attn: NC EMC Program
4713 Mail Service Center
Raleigh, NC 27699-4713

The deadline for submitting packages is 4 weeks before the beginning of the Fall and Spring Conference. This allows ample time for the Review Board to check the package, validate training and experience, and ask for any further documentation from the applicant if needed. Certification application forms are a part of this package and are available via the North Carolina Emergency Management Association (NCEMA) website <http://www.ncema.org> and the North Carolina Division of Emergency Management Website <http://www.nccrimecontrol.org/index2.cfm?a=000003,000010>.

Educational Requirements

A Training Allocation Chart is used to objectively measure submissions for the educational requirement. The Training Allocation Chart is comprised of the following information:

- Delivering agency
- Course number
- Course name
- Course contact hours
- Category of training (E for emergency management, G for general management)

Applicants who complete the new Emergency Preparedness Technology Associates Program will be eligible to receive a Type 3 award once Experience requirements are met for the Type III level and the NCEM New Coordinator Workshop and Hazmat Operations Course are successfully completed.

The Review Board will create and review the Training Allocation Chart at least annually with courses approved as meeting the training requirements. Substitution for training requirements is allowed based upon industry best business practice and those meeting the intent and objectives of each course. For example, another state’s accredited Hazardous Materials Operation course is allowed to be substituted for the North Carolina Hazardous Materials Operation course identified in Certification Type IV. Additions, edits, or deletions to the Training Allocation Chart shall only be done when a majority vote from the Review Board is obtained. Courses taken over five (5) years old will not be accepted as meeting the educational requirements.

Sample of Training Allocation Chart Data

Course	COURSE TITLE	HOURS	ALLOC.
DHS NOBLE TRAINING CENTER			
B301	Radiological Emergency Response Operations (REO)	31	E
B302	Advanced Radiological Incident Operations (ARIO)	31	E
B304	Radiological Emergency preparedness (REP) Exercise Evaluation	18	E
B425	Radiological Series Train-the-Trainer	31	E

Experience Requirements

Each Type of certification requires experience in the field of emergency management. Applicants are to submit a letter from supervisor demonstrating required emergency management work experience or other documentation such as work performance plan, resume, or other documentation approved by the review committee.

Course Substitution:

Course substitution requests will be reviewed by the certification board on a case by case basis. A request for course substitution should be submitted in writing and include the following points:

- Course Name from the Certification Program
 - Course Name that is being used as a possible substitution.
 - Course Objectives, Length, Location, Instructor or Educational Institution;
- and

Course Completion Certificate, transcript, or other documentation verifying that the course was completed.

Course Currency Requirements:

Due to the ever changing field of Emergency Management, it is important that courses being taken for the certification program be as current as possible. Currency requirements are:

Classroom Courses – Classes taken in a classroom setting must be taken within 5 years of the application submission date.

Independent Study Courses – Independent Study Courses should be taken within 5 years of the application submission date. If courses are more than 5 years old, courses that have been updated by FEMA (ex IS-700 to IS-700a) are not eligible and applicants are required to submit the most recent version of the course. Courses that are greater than 5 years old but do not have new course numbers (ex IS-700 to IS-700a) the currency requirements will be waived due to FEMA not re-issuing certificates if courses are retaken.

Letter of Support:

As a part of the application package, the applicant should include a recommendation letter from their supervisor recommending their certification upgrade. In the event that the applicant's immediate supervisor is unable or unwilling to write a letter of recommendation, the applicant should receive a letter of recommendation from the Emergency Management Coordinator from their respective county. If letters of recommendation from either person are not available, the applicant should petition (in writing) the certification board explaining their extraordinary circumstances and explain why they should receive certification at the new level.

Approval or Denial of Package

The Review Board shall notify the applicant in writing if an application is approved or denied. In the event the application is denied, the Review Board will return the applicant's package and annotate the rationale of denial. The applicant can follow the Appeals Process and/or contact the Review Board Chair for the recommendations on how to improve the package. An approved package will be processed and a certificate for the appropriate certification type issued at the next conference.

Certificates

Certificates are valid permanently with the exception of Type I, the highest level. This Type will have recertification procedures. Type I certificates will be valid from October 1st beginning the year of issuance, through December 31st of the third year of issuance (e.g. October 1, 2006 – December 31, 2009). Certificates shall be issued jointly by the North Carolina Emergency Management Association and the North Carolina Division of

Emergency Management and presented at the spring and fall emergency management conference.

The Governor of the State of North Carolina or his/her designee shall sign the certificates. Each certificate shall be numbered sequentially, and all certificate data shall be tracked and kept on file at the North Carolina Division of Emergency Management. A sample certificate is attached. From highest to lowest, the certification levels are:

1. Type I
2. Type II
3. Type III
4. Type IV

Recertification

Only Type I certification will have recertification requirements. To recertify, the Type I Emergency Manager will have to obtain a minimum twenty-four (24) hours of continuing education every three years in the field of Emergency Management. Proof of meeting recertification requirements and a cover letter requesting recertification must be submitted to the Review Board no later than 60 days prior to the date the certification is up for renewal. Application packages for renewal shall be sent to:

NCEM
Attn: NC EMC Program
4713 Mail Service Center
Raleigh, NC 27699-4713

The Review Board shall review all recertification packages for completeness. If the package is found favorable, recertification will be granted and a new dated certificate issued. If the package is found unfavorable in meeting recertification requirements, it shall be returned to the applicant with recommendation for meeting recertification.

Appeals

If an applicant's package is found unfavorable, the applicant may appeal to the North Carolina Emergency Management Association (NCEMA) Executive Committee following the proper appeals process in the NCEMA Bylaws. During the appeals process, the applicant may not apply for other certifications until said issue is resolved.

Replacements

Due to the change in level numbers to correlate with national resource typing system, it is recommended that individuals send in their existing certificates to have new ones issued.

Lost certificates may also be replaced. If a certificate was issued and lost, a letter must be sent requesting a replacement. Replacement requests shall be sent with the following information:

- Name of the individual
- Level of certificate wishing replaced
- Date of issuance (if known)
- Mailing address to where certificate shall be sent

Each replacement request shall be compared to the existing data on file. If the request matches the data on file, a replacement certificate shall be issued. If the information provided in the replacement request does not match the data on file, the NCEM Training Group will resolve the issue to the best of its' ability. If the Training Group cannot resolve the issue, it will be forwarded to the Review Board for final disposition. Replacement requests shall be sent to:

NCEM
Attn: NC EMC Program
4713 Mail Service Center
Raleigh, NC 27699-4713

Implementation

Implementation in support of this program shall commence immediately upon favorable vote by the North Carolina Emergency Management Association, but no later than April 1, 2007.

North Carolina Emergency Management Certification Program

Emergency Management Certification Type IV Application Form

Name of Applicant: _____ Position: _____
 County: _____ Phone Number: _____ Email: _____

Experience Requirements:	Validated On:
One year of Emergency Management Experience	

Education Requirements:	Date Completed:
High school diploma or general education certificate (GED)	
<i>Mandatory Independent Study</i>	
IS-700 ICS, An Overview	
IS-800 NRF, An Introduction	
IS-100 Introduction to ICS	
%% IS-208.a State Disaster Management	
%% IS-805 Emergency Support Function (ESF) # 5 Emergency Management	
<i>Mandatory Classroom Courses</i>	
NCEM New Coordinators Workshop	
Hazardous Materials Operations	
G-200 Basic Incident Command System	
% G 280 (Introduction) Public Policy in Emergency Management	
<i>Elective Independent Study (7 of 11 electives)</i>	
IS-1 Emergency Manager: An Orientation to the Position	
IS-5.A An Introduction to Hazardous Materials	
IS-10 Animals in Disaster, Module A: Awareness and Preparedness	
IS-22 Are You Ready? An In-depth Guide to Citizen Preparedness	
IS-120a An Orientation to Community Disaster Exercises	
IS-275 The EOC's Role in Community Preparedness, Response and Recovery Activities	
IS-292 Disaster Basics	
IS-393.A Introduction to Hazard Mitigation (revised Aug. 6, 2006)	
IS-546 Continuity of Operations (COOP) Awareness Course OR IS-547 Introduction to Continuity of Operations	
IS-630 Introduction to the Public Assistance Program	
IS-702 National Incident Management System (NIMS) Public Information Systems	
<i>Elective Classroom Courses (2 of 3 electives)</i>	
Damage Assessment (1 day)	
G-242 Basic Skills in Communication	
G-272 Warning Coordination and Communication	
% Temporary Suspended until course is revised	
%% Temporary added course until G-280 is revised	

FOR ADMINISTRATION PURPOSES ONLY

Package Rcv'd:		Education Validated:	
To Committee:		Experience Validated:	
Disposition (circle one):	Approved / Rejected	Certificate Number:	

North Carolina Emergency Management Certification Program

Emergency Management Certification Type III Application Form

Name of Applicant: _____ Position: _____
 County: _____ Phone Number: _____ Email: _____

Experience Requirements:	Validated On:
Two years of Emergency Management Experience	

Education Requirements:	Date Completed:
High school diploma or general education certificate (GED)	
<i>Mandatory Independent Study</i>	
IS-230 Principles of Emergency Management	
IS-241 Decision Making/Problem Solving OR G-247 Decision Making in a Crisis	
IS-242 Basic Skills in Effective Communication	
IS-253 Coordinating Environmental and Historic Preservation Compliance	
IS-362 Multi-hazard Emergency Planning for Schools	
<i>Mandatory Classroom Courses</i>	
AWR-160 Terrorism Awareness	
G-203 Public Assistance Program Application Workshop	
G-249 Managing People in Disasters: A Local Perspective	
G-293 Mitigation for Emergency Managers	
HSEEP	
G-290 Basic Public Information Officer Course	
G-300 Intermediate Incident Command System	
G-385 Disaster Response and Recovery Operations	
<i>Elective Independent Study (6 of 10 electives)</i>	
IS-11 Animals in Disaster, Module B: Community Planning	
IS-55 Household Hazardous Materials – A Guide for Citizens	
IS-271 Anticipating Hazardous Weather and Community Risk	
IS-288 The Role of Voluntary Agencies in Emergency Management	
IS-302 Modular Emergency Radiological Response	
IS-317 Introduction to Community Emergency Response Teams	
IS-340 Hazardous Materials Prevention	
IS-386 Introduction to Residential Coastal Construction	
IS-631 Introduction to Debris Operations in FEMA’s Public Assistance Program	
IS-703 National Incident Management System (NIMS) Resource Management OR G-276 Resource Management	
<i>Elective Classroom Courses (3 of 7 electives)</i>	
G-278 Benefit Cost Analysis	
EPT 120 Sociology of Disaster*	
G-270.4 Recovery from Disaster: The Local Government Role	
G-108 Community Mass Care Management Course	
G-270.3 Expedient Flood Training	
G-288 Donations Management Workshop	
G-305.3 Risk Analysis	
* North Carolina Community College Curriculum Course	

FOR ADMINISTRATION PURPOSES ONLY

Package Rcv’d:		Education Validated:	
To Committee:		Experience Validated:	
Disposition (circle one):	Approved / Rejected	Certificate Number:	

North Carolina Emergency Management Certification Program
Emergency Management Certification Type II Application Form

Name of Applicant: _____ Position: _____
 County: _____ Phone Number: _____ Email: _____

Experience Requirements:	Validated On:
Two years of Emergency Management Experience	

Education Requirements:	Date Completed:
Associates Degree or one additional year of experience (3 years total)	
<i>Mandatory Independent Study</i>	
IS-111 Livestock in Disasters	
IS-208 State Disaster Management	
IS-235 Emergency Planning	
IS-240 Leadership and Influence	
IS-244 Developing and Managing Volunteers	
IS-324 Community Hurricane Preparedness	
IS-394.A Protecting Your Home or Small Business From Disaster	
IS-513 The Professional in Emergency Management	
<i>Mandatory Classroom Courses</i>	
G-305.11 Liability Issues in Emergency Management	
G-318 Mitigation Planning Workshop for Local Governments	
G-775 EOC Management and Operations	
MERRTT	
<i>Elective Classroom Courses (11 of 12 electives)</i>	
Type 3, 4/5 Incident Management Team Course	
Managing Land Search Operations	
G-381 PA OPS	
G-197 Emergency Planning and Special Needs Populations	
G-202 Debris Management	
G-250.6 RACES Workshop in Emergency Management: Amateur Radio Resources	
G-250.7 Rapid Assessment Workshop	
G-358 Evacuation and Re-entry Planning	
G-362 (Train the Trainer) Multi-hazard Emergency Planning for Schools	
G-386 Mass Fatalities	
G-408 Homeland Security Planning for Local Governments	
PER-266 Department of Homeland Security (DHS) Instructor Certification	

FOR ADMINISTRATION PURPOSES ONLY

Package Rcv'd:		Education Validated:	
To Committee:		Experience Validated:	
Disposition (circle one):	Approved / Rejected	Certificate Number:	

North Carolina Emergency Management Certification Program
Emergency Management Certification Type I Application Form

Name of Applicant: _____ Position: _____
 County: _____ Phone Number: _____ Email: _____

Experience Requirements:	Validated On:
Two years of Emergency Management Experience	

Education Requirements:	Date Completed:
Bachelor's degree or an additional two years experience (4 years total)	
<i>Mandatory Independent Study</i>	
IS-1900 NDMS Federal Coordination Center Operations Course - New	
IS-11 Animals in Disaster, Module B: Community Planning	
IS-15.A Special Events Contingency Planning for Public Safety Agencies	
IS-271 Anticipating Hazardous Weather and Community Risk	
IS-288 The Role of Voluntary Agencies in Emergency Management	
IS-302 Modular Emergency Radiological Response	
IS-317 Introduction to Community Emergency Response Teams	
IS-386 Introduction to Residential Coastal Construction	
IS-631 Public Assistance Operations I	
IS-632 Introduction to Debris Operations in FEMA's Public Assistance Program	
IS-703 National Incident Management System (NIMS) Resource Management OR G-276 Resource Management	
<i>Mandatory Classroom Courses</i>	
Emergency Management Forum (12+hours)	
G-393 Mitigation for Emergency Managers	
G-400 (ICS-400) Advanced ICS Command and General Staff – Complex Incidents	
General Management Courses (40+ hours)	
ICS IMT Position Specific Course	
PER-266 Department of Homeland Security (DHS) Instructor Training Certification OR other accredited instructor certification	
<i>Elective Classroom Courses (1 of 3 electives)</i>	
Advanced Public Information Officer	
Citizen Corps Programs	
G-270.5 Managing Through a Disaster	

FOR ADMINISTRATION PURPOSES ONLY

Package Rcv'd:		Education Validated:	
To Committee:		Experience Validated:	
Disposition (circle one):	Approved / Rejected	Certificate Number:	

NCEM Cert to IAEM CEM Cross-walk

Compared on January 5, 2007

The North Carolina Division of Emergency Management (NCEM) partnered with the International Association of Emergency Managers (IAEM). This partnership allowed NCEM to submit its courses to the IAEM Certified Emergency Manager (CEM) Committee for inclusion into the *IAEM CEM Training Allocation Chart*. The IAEM recognizes the following courses as meeting the specified educational requirements in emergency management and in general management categories for CEM. Where courses are marked meeting both requirements, they can only be utilized by the applicant in only one category. An example is IS-1. It can either be attributed to emergency management training or general management training, but not both. This cross-walk table is a tool to assist those that are pursuing their CEM certification through the IAEM.

Type IV		
Name	Emergency Management	General Management
IS-700	X	
IS-800	X	
IS-100	X	
IS-1	X	X
IS-5.A	X	
IS-10	X	
IS-22	X	X
IS-120	X	
IS-275	X	
IS-292	X	
IS-393	X	
IS-546 Or IS-547	X	X
IS-630	X	X
IS-702		
New Coordinator's Workshop		
G-272	X	
DF-103		
DF-104		
G-242		X
G-280	X	
Hazardous Materials Awareness	X	
Type III		
IS-11	X	
IS-15.A	X	
IS-55	X	X
IS-200	X	

IS-253	X	X
IS-271	X	
IS-288	X	X
IS-302	X	
IS-317	X	
IS-340	X	
IS-362	X	
IS-386	X	
IS-631	X	X
IS-632	X	X
IS-703		
IS-230	X	X
IS-242		X
IS-241		X
DF-254		
DF-321		
DF-323		
G-108	X	
HSEEP Vol. 1		
G-203	X	
G-249	X	X
G-270.3	X	X
G-270.4	X	X
G-278		X
G-288	X	
G-290	X	X
G-305.3	X	X
AWR-160		
G-385	X	
Type II		
IS-111	X	X
IS-208	X	
IS-324	X	
IS-394.A	X	X
IS-513	X	
IS-235	X	
IS-240		X
IS-244	X	X
G-275	X	
G-250.7	X	
G-318	X	
G-362	X	
G-197	X	
G-202	X	
G-386	X	
HSEEP Vol. 2 & 3		
G-408	X	

G-358		
ICS-300	X	
E/G/DF-381		
G-250.6	X	X
PER-266		
G-305.11	X	X
G-318	X	
MERRTT		
IMT Course		
Type I		
IS-1900		
Capstone		
HSEEP Vol. 4 & 5		
PER-266		
G-270.5	X	X
G-293		
G-393	X	
E-388 Advanced PIO	X	X
ICS-400	X	
G-908	X	
Citizen Corps Programs		
Severe Weather		
IS-11	X	
IS-15.A	X	
IS-55	X	X
IS-271	X	
IS-288	X	X
IS-302	X	
IS-317	X	
IS-340	X	
IS-386	X	
IS-631	X	X
IS-632	X	X
IS-703		
General Management		X

