South Dakota
Emergency Management Association

CERTIFIED EMERGENCY MANAGER (SD CEM) PROGRAM GUIDELINES

sdem

**SOUTH DAKOTA
EMERGENCY MANAGEMENT
ASSOCIATION**

BACKGROUND

The South Dakota Emergency Management Association (SDEMA), during a meeting held on May 12, 1993 in Pierre, South Dakota, decided to pursue formulating guidelines for emergency manager certification. The SD CEM Program was first adopted at the 1993 winter SDEMA Meeting. SD CEM certification is currently not a FEMA, state, or local requirement. Participation in the SD CEM Program is voluntary and one is required to be an SDEMA member to participate.

THE CODE OF ETHICS:

The South Dakota Certified Emergency Management program follows The Code of Ethics that maintains the Members and Candidates must:

- Place the integrity of the profession and the interests of the public above their own interests.
- Act with integrity, competence and respect.
- Maintain and develop their professional competence.
- Conduct themselves in a manner appropriate to the specific situation.
- Serve in the interest of the public in a lawful manner, while maintaining high standards of conduct and character and not discrediting the profession or the SDEMA.

CRITERIA FOR SD CEM CERTIFICATION

If an applicant meets SD CEM-B & SD CEM-A qualifications, they can apply to be a SD CEM-A for their initial certification.

    A. SD CEM-Basic (SD CEM-B) CERTIFICATION

        1. Formal Education: At minimum a high school diploma or equivalent

        2. Experience:

            a. General: Applicants must have at least three (3) years of emergency management experience (can be a combination EM, Fire, EMS, Law Enforcement, CBRNE, Military Disaster Preparedness, etc.) of which in the past 18 months as an emergency manager or employment with an emergency management entity.

            b. Specific: Within the experience outlined above, the following specific experience is required:

       1) Planning- Applicants must have been responsible for, or a major participant in, the creation or update of an emergency plan, e.g. EOP, mitigation plan, pandemic flu plan, or similar major plan.

       2) Exercises- Applicants must have been responsible for, or a major participant in, at least one functional or full-scale exercise.

3. Professional Education/Training: Applicants must have completed, within the eight (8) years immediately preceding application, at least eighty (80) hours of combined EMI-sponsored, independent study or classroom training. Specific required classes are listed, and an additional 40 hours of other EM related training are required. Additionally, up to 16 hours of non-EMI emergency training (SARA Title III training, etc.) may be substituted for the above requirement.

4. Other: Applicant's position may be EM/LEMPG or non-EM/LEMPG funded and either full or part-time and must be approved by the SD CEM Committee. For non-EMA/LEMPG jurisdictions, a copy of the applicant's current job description or the local resolution which establishes the EM organization shall be used to verify the "professional" classification of the position.

B. SD CEM-Advanced (SD CEM-A) CERTIFICATION

1. Formal Education: At minimum a high school diploma or equivalent

2. Experience:

    a. General: Applicants must have at least five (5) years of emergency management experience (can be a combination EM, Fire, EMS, Law Enforcement, CBRNE, Military Disaster Preparedness, etc.) of which in the past 18 months as an emergency manager or employment with an emergency management entity.

    b. Specific: Within the experience outlined above, the following specific experience is required:

       1) Planning- Applicants must have been responsible for, or a major participant in, the creation or update of an emergency plan, e.g. EOP, mitigation plan, pandemic flu plan, or similar major plan.
       2) Attendance at two SDEMA Conferences in the last three years.
       3) Participation in a Full-Scale Exercise in the last two years. A letter is required from the exercise host.

3. Professional Education/Training: Applicants must have completed, within the eight (8) years immediately preceding application, at least eighty (80) hours of combined EMI-sponsored, independent study or classroom training. Specific required classes are listed, and an additional 40 hours of other EM related training are required. Additionally, up to 16 hours of non-EMI emergency training (SARA Title III training, etc.) may be substituted for the above requirement.

4. Other: Applicant's position may be EM/LEMPG or non-EM/LEMPG funded and either full or part-time and must be approved by the SD CEM Committee.

C. FIVE YEAR SD CEM RE-CERTIFICATION (for SD CEM-B or SD CEM-A)

1. Applicants applying for SD CEM recertification must have completed at least 40 hours of EMI-sponsored and/or emergency management related classroom training during the 60 months immediately preceding the anniversary date of the initial certification.

2. Applicants applying for SD CEM recertification must have 1) been responsible for, or a major participant in the update of an emergency plan (see paragraph 2b (2) above) since initial SD CEM certification and 2) continued to conduct or be a major participant in a functional or full-scale exercise each year since initial SD CEM certification.

3. Any previously certified applicant who has failed to renew his/her certification for one or more consecutive periods or requested an extension, will be required to apply for and obtain initial SD CEM-B certification.

4. Continue to meet the requirements of paragraph A4 above.

PROCEDURES

A. SD CEM CERTIFICATION COMMITTEE

2. The Certified Emergency Manager certification process will consist of a SD CEM coordinator and a SD CEM committee to be appointed as needed. The SD CEM coordinator will receive, review and approve all applications certification, using this document and, where appropriate his/her professional judgment. Additionally, the SD CEM Committee shall, with advice and consent of the SDEMA Board of Directors, make such changes to these guidelines as may be necessary.

3. The SD CEM committee shall meet at the discretion of the SD CEM coordinator.

B. APPLICATIONS

1. Applications for certification shall be sent to the SD CEM coordinator using the format specified in these Guidelines. The SD CEM coordinator shall review and make a decision on an application within 60 days of receipt by the SD CEM coordinator. The applicant shall be notified by mail/email of the SD CEM coordinator's decision.

2. Applicants for recertification shall be sent to the SD CEM coordinator using the format specified in these Guidelines. The SD CEM coordinator shall follow the same procedures for recertification as outlined for initial certification.

3. A non-refundable fee of $25.00 for certification shall accompany each new or reinstated application. There will be a fee of $10 for a SD CEM re-certification and the funds shall be retained to support the program.

4. **SD CEM-B**: Successful applicants shall receive a SD CEM patch, SD CEM certificate, SD CEM designation wallet card, and a "Letter of Congratulations" and a SD CEM plaque bar (will be presented at the next SDEMA annual banquet).

5. **SD CEM-A**: Successful applicants shall receive a SD CEM certificate, SD CEM designation wallet card, a "Letter of Congratulations", a SD CEM-A lapel pin and a SD CEM plaque bar (will be presented at the next SDEMA annual banquet).

6.   The supervisor of all successful applicants will be notified in writing of the SD CEM designation.

7.   Unsuccessful applicants shall receive a letter or email communication explaining what they need to do to qualify for the SD CEM designation.

GLOSSARY of terms

- **CBRNE**   Chemical, Biological, Radiological, Nuclear, Explosive

- **EM**   Emergency Management, the term in general use in South Dakota which describes the overall emergency management function. For purposes of guidance, it is synonymous with, and serves as a substitute for, other terms currently in use such as "civil defense", "emergency and disaster services", etc.

- **EMI**   Emergency Management Institute of FEMA located in Emmitsburg, Maryland.

- **EMI-Sponsored Training**   Any training course which is or was, at the time taken listed in the EMI Catalog of courses

- **EM Professional**   The purpose of these guidelines is to establish certification for those emergency management personnel, a majority of whose duties involve direction, management, coordination, planning, or policy making (Coordinators/Directors and Assistant Coordinators/Assistant Directors, etc.) opposed to mainly technical or clerical positions. For those jurisdictions receiving EMA/SLA funding, such designation is already made as a part of the EMA Staffing Pattern.

- **EMS**   Emergency Medical Services

- **EOP**   Emergency Operations Plan

- **FEMA**   Federal Emergency Management Agency Functional/Full-Scale Exercise: An exercise certified by FEMA as meeting the   requirements for such designation.

- **HazMat**   Hazardous Materials

- **LEMPG**   The Local Emergency Management Performance Grant provides state, local, tribal and territorial emergency management agencies with the resources required, via their state office of emergency management, for implementation of the National Preparedness System and works toward the National Preparedness Goal of a secure and resilient nation. The EMPG's allowable costs support efforts to build and sustain core capabilities across the prevention, protection, mitigation, response and recovery mission areas.

- **Local**   Any level of government below the State (County, City, Town).

- **NIMS**   National Incident Management System

- **OEM**   South Dakota Office of Emergency Management

- **SD CEM**   Certified Emergency Manager

- **SD CEM-A**   Certified Emergency Manager-Advanced

- **SD CEM-B**   Certified Emergency Manager-Basic

- **SDEMA**   South Dakota Emergency Management Association