Illinois Professional Emergency Manager (IPEM) Application Guide

Developed by the Illinois Emergency Management Agency and Office of Homeland Security & the Illinois Emergency Services Management Association

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1.0 Introduction

The Certification Guidebook is critical to successfully completing an Illinois Professional Emergency Manager (IPEM) application. Every applicant is strongly encouraged to use this Guidebook and review corresponding sections of the Application. For further details see the IPEM webpage. This Guidebook is updated regularly.

1.1 IPEM Accreditation

The Illinois Emergency Management Agency and Office of Homeland Security (IEMA-OHS) and the Illinois Emergency Services Management Association (IESMA) created the IPEM program for emergency managers to raise and maintain professional standards and to certify achievements within the profession. Any emergency management professional in Illinois who meets requirements is welcome to apply.

1.2 Vision Statement

The Illinois Professional Emergency Manager (IPEM) Program establishes a professional development standard for those seeking to advance their careers in the field of emergency management. The training and real-life experiences available within the IPEM program provide successful applicants with sound disaster-management skills and practical experience to help enhance the readiness of the organizations they serve and to promote whole community partnerships.

1.3 Mission Statement

The IPEM Program provides professional standards and an accreditation program for emergency managers that will encourage local governments to support their local emergency management program. Elected Officials should ensure that their appointed emergency manager has the opportunity to attend training and educational opportunities provided by the Illinois Emergency Management Agency and Office of Homeland Security, Federal Emergency Management Agency, Illinois Emergency Services Management Association and other related agencies.

1.4 Program Goals

- To provide emergency management personnel with the opportunity to seek professional status by successfully completing a specified training curriculum.
- To create a better understanding of emergency management programs within local jurisdictions and emergency managers who guide elected officials through mitigation, prevention, preparedness, response and recovery phases of managing emergencies.
- To encourage local elected officials to utilize guidance provided in these professional standards and accreditation criteria in selecting the individual responsible for the jurisdiction's emergency management program.
- To provide guidance for local officials to use in developing an emergency manager position description and assist with the hiring process.

- To establish professional standards that provide a level of competence required for an individual to maintain an emergency management program.
- To provide training programs designed to meet the professional needs of emergency managers today and in the future through continued education specific to the administration and management of an emergency management program.
- To establish a format and verification process for creation of the Illinois Professional Emergency Manager (IPEM) accreditation.
- To ensure that the IPEM program is accessible to individuals who are responsible for emergency management functions as provided under the National Incident Management System (NIMS).
- To recognize those that provide emergency management leadership to their jurisdiction through their efforts and dedication to being knowledgeable and well trained.

1.5 Submission Instructions

The application packet should be e-mailed to: EMA.OPS.Training@illinois.gov

All application packets must be received by the end of the day on July 15th for consideration of accreditation for that particular year.

1.6 Application Packet Instructions

- Do not upload documents containing PII (Personally Identifiable Information). PII includes information such as date of birth, addresses, Social Security numbers, or financial information. To protect privacy and maintain data security, ensure all sensitive information is redacted or removed before submission.
  - Application submissions must be sent in PDF format.
  - Before sending any documentation, use the following options to remove PII:
    - Redact/remove PII electronically: Use tools like Adobe Acrobat or PDF editors to black out or remove sensitive information.
    - Redact/remove PII manually: Documents can also be manually blacked out before scanning and uploading.
- All information in all sections must be completed as directed. All supporting documentation must be completed in each section.
- Each section and professional contribution should have a cover page and list of supporting documents contained within.
- Highlight documentation and/or provide page numbers within multi-page documentation where the applicant's contribution is specially mentioned and verified.
- When supporting letters serve more than one section of documentation, attach that document in each section.
- Collect all required documentation for a section before sending the application.

1.7 IPEM Application Review Process

- A committee will review applications to verify that all current requirements have

been met.

- After an application has been approved, the applicant will be notified and advised of the award ceremony for the official presentation of the IPEM certificate.

- If the committee identifies any needed revisions, the application will be returned to the applicant with a detailed list of revisions, along with a deadline to resubmit for reconsideration.

- If the revisions are not submitted by the deadline, a letter will be sent notifying the applicant that the current application has been rejected.

- **Applicants will only be allowed to resubmit their application for reconsideration once per review cycle.**
  - Initial applicants are encouraged to submit a new application at a later date.
  - Renewal applicants are encouraged to request an extension.

1.8 Requesting an Extension for IPEM Renewal Application

A one-year extension is available to all IPEM renewal applicants. The extension request must include detailed reasons why the extension is being requested and must be submitted in writing to the IEMA-OHS State Training Officer no later than July 15 of the year that the application is to be renewed. Requests will be reviewed by the committee, and the applicant will be notified of the decision.

2.0 Initial IPEM Accreditation Requirements

Initial IPEM applications will be required to draft a letter to the IEMA-OHS Director requesting the IPEM accreditation, complete an application, document experience, training requirements, exercise requirements, and professional contributions. See each application element section details for specific guidance.

2.1 Letter to IEMA-OHS Director

Initial applications must draft a letter requesting the IPEM designation from the IEMA-OHS Director. The letter should verify that all of the information in the application packet is accurate and that the individual applying for the IPEM believes they have met the requirements of the IPEM accreditation program.

2.2 Application

An IPEM application form can be found on the IEMA-OHS website. The initial application form contains the following information:

- Name (as it will appear on certificate)
- Agency/Organizations
- Address
- E-Mail
- Years in Emergency Management Field
- Validation of Illinois Professional Development Series (PDS) Certificate
- Validation of Training Hours Requirement
- Validation of Exercise Requirement
- Identification of Professional Contributions Attached
- Identification of Applicant Experience Level
- Validation of Reference Letter(s) for Experience Level
- Signature of Applicant

The application should be used in conjunction with this guidebook to ensure completeness of documentation required for initial IPEM applicants. Initial applicants must complete all sections of the application and provide required supporting documentation as outlined in the following sections.

2.3 Experience Requirement

2.3.1 Reference Letter

Applicants should submit a letter validating their role(s) and number of years in the role(s) in Emergency Management or related field. Acceptable sources of the letter(s) include current or past supervisor (from one of the experience levels listed in the guidebook), emergency

management officials (municipal, county, state or federal) or chief elected official in applicant's jurisdiction.

Additionally, applicants must include a copy of their current job description.

2.3.2 Experience Level

The following list outlines the minimum number of years required in various roles. Years are from the date of application.

- Three years in emergency management role at the municipal, county, state or federal level (full-time, part-time or volunteer). At least one year must be Illinois-based.
- Two years in emergency management role at the municipal, county, state or federal level (full-time, part-time or volunteer) with a bachelor's degree in emergency management or homeland security. At least one year must be Illinois-based.
- Five years in public safety role in law enforcement, fire, EMS, public health, military, national weather service, human services or non-governmental organizations. At least one year must be Illinois-based.
- Five years in private sector role in risk management, safety, emergency management preparedness specialist, security/emergency response specialist, security coordinator or access control coordinator. At least one year must be Illinois-based.

Applicants may petition the IPEM Review Committee for roles not listed here.

2.4 Training Requirement

Initial applicants must submit independent verification of 90 total hours of training. Verification may include certificates or supporting documentation. Training submissions must have occurred within the preceding 5 years of the date when the applicant submits their application for review.

- No more than 25% of hours can be in a single topic.
    - For example, all hours cannot come from ICS or all Mitigation.
- Training requirements are broken into two categories defined in this section: Emergency Management Training and General Management Training.
- No more than 45 hours should come from General Management.
- Only 8 hours (a minimum of 2 hours per course) can come from FEMA Independent Study courses.
- Classes completed for a master's degree, PhD, or subsequent baccalaureate/bachelor's degrees may be used towards the General Management Training requirement only.
    - Each (1) semester hour is equivalent to 12 training hours.
    - To validate these courses, the applicant is required to submit the following:
        - Official college transcript identifying courses and number of semester hours
        - Official course description and agenda

2.4.1 Defining Emergency Management Training

Training may count for Emergency Management if a majority of course content:

- Trains the audience on developing and/or improving emergency management skills related to one or more of the functional areas of Emergency Management (mitigation, prevention, preparedness, response, recovery) AND/OR
- Directly contributes to, enhances, and/or improves emergency management knowledge, skills, and abilities.
- Technical training for functions involved in emergency response is not acceptable.
  - Example 1:
    - Training that discusses how emergency response vehicles are part of operational response of emergency management is acceptable as EM training.
    - Training on the operation of an emergency response vehicle is not acceptable as EM training.
  - Example 2:
    - Training in a skill related to emergency response, like CPR or how to operate a forklift, is not acceptable.

Examples of Emergency Management Subject Areas

- Damage Assessment - Technical
- Disaster Preparedness
- Emergency Management Foundations (Phases of Emergency Management)
- Emergency Operations Centers
- Emergency Planning and Crisis Management
- Exercise Design
- Floodplain - Technical
- Hazard Mitigation - Technical
- Health, Safety, and Environment Management
- Incident Command
- Mass Care
- Public Information
- Recovery - Technical
- Shelter Management
- Technology, Equipment, and Information Systems specific to Emergency Management processes and systems

2.4.2 Defining General Management Training

Training may count for General Management if it:

- Contributes to, or compliments management skill sets.
- Improves an individual's ability to function as an effective employee by improving on an existing skill or learning a new skill.

- Is generally applicable to a wide variety of non-emergency management professions.
- Where the class provides general awareness for an emergency management subject, the applicant will list this as GM training.
  - For example:
    - Continuity of Operations technical skill development – EM class
    - General awareness of Continuity of Operations – GM class

Examples of General Management Subject Areas:

- Behavioral and Social Sciences
- Communication: Written and Oral
- Decision-Making and Problem-Solving
- Ethics
- Executive and Management Development
- Financial Management and Budgeting
- Grantsmanship (Development, Evaluation and Reporting)
- Hazard Mitigation - General
- Human Resource/Personnel Management
- Instructor Development
- Leadership and Influence
- Logistics
- Marketing and Public Relations and Media Management
- Organizational Behavior
- Public Speaking
- Public Policy
- Race and Ethnic Relations; Intercultural Communications
- Strategic and Tactical Planning
- Technology, Equipment, and Information Systems
- Train-the-Trainer (TTT)
- Volunteer Resource

2.5 Exercise Requirement

To complete the Exercise Requirement, applicants must demonstrate involvement in the overall planning and coordination of a functional or full-scale exercise. Applicants must show an understanding of Homeland Security Exercise and Evaluation Program (HSEEP) principles, methods, and tools, as well as clearly capture and reflect on lessons learned. Candidates must also demonstrate a strong leadership role in both the development and execution of the exercise.

Reviewers will look for a clear explanation of how the applicant contributed to the planning process. Each applicant must provide documentation and verification of their specific role and responsibilities. Regardless of role, not documenting/validating that the applicant was part of the planning process will not count towards this requirement.

The approved list of exercise-related positions includes:

- Exercise Director/Co-Director

- Lead Evaluator

- Lead Controller

- Injects Writing/Master Scenario Events List (MSEL) team

- Other Roles/Responsibilities where the applicant had significant involvement in the overall planning and execution of an exercise and can validate so through their documentation

  - *Example: A Master Exercise Practitioner guiding a planning team through the planning process in the development of an exercise, a supervisor with exercise experience guiding a new staff member through their first exercise, etc.*

Based on the applicant's assigned position, the following documentation is to be submitted:

- **Exercise Narrative**: A document that addresses all of the required narrative information for the selected exercise role. The narrative will allow the applicant to provide an in-depth picture of their involvement, with special attention given to what the applicant felt they did well and the challenges faced. These "lessons learned," along with the applicant's explanation of how and why decisions were made, provide a baseline of the applicant's strengths and what areas they can improve on during future exercises. The length of the narrative will depend on the space required for the applicant to address all of the necessary information for their assigned position, with emphasis on "lessons learned." If the required information is not provided, the narrative will be returned to the applicant for revision and resubmission.

- **Exercise Documents**: Copies of the documents specific to the applicant's assigned position.

- **Verification Letter**: A letter from the exercise director/co-director or the IEMA-OHS central or regional office verifying that the applicant accomplished the tasks related to their assigned position/role and that the information included in the narrative is accurate.

2.5.1 Narrative Requirements

- Why were you selected for your role? What was your previous experience/training relevant to this position? Did you choose this position or were you assigned? What do you feel you could have done to better prepare yourself for this position? If you were assigned to identify a person to fill this position in future exercises, what previous experience and/or training do you think would allow a person to be best prepared?

- What was your involvement in determining the need for this exercise?

- What entities were included on the overall exercise design team and/or your own planning team? What was your involvement and what were the selection criteria? If you were involved in the section of any roles or anyone in your direct planning team, describe what you felt you did well and what you need to improve on if you are involved in the selection of roles in future exercises. Please explain your response.

- What planning conferences/briefings were you involved with, or that you scheduled/conducted, and what was your role? Do you feel these were productive or

could have been more productive and why you feel that way? Describe what you felt you did well and what you need to improve on if you are involved in conducting these planning conferences/briefings in future exercises. Please explain your response.

- Describe your role in developing the exercise documents. Which specific documents were you involved with developing and what was your level of involvement? Describe what you felt you did well and what you need to improve on when developing these documents in future exercises. Describe your role during the exercise. Was there any interaction with the controllers, evaluators, members of the exercise design team or simulation cell? Describe what you felt you did well and what you need to improve on when interacting with those positions. Please explain your response.
- Were you involved in the exercise Hot Wash? If so, what was your level of involvement? Were you involved in the development of the AAR/IP? If so, how did your involvement and guidance contribute to the completion of the AAR/IP? Describe what you felt you did well and what you need to improve on when conducting an exercise Hot Wash and developing AAR/IPs in future exercises. Please explain your response.
- Identify any additional lessons that you learned in your role that will allow you to improve your capabilities in future exercises. Please explain your response.

2.5.2 Supporting Document Requirements

Copies of the following documents should be included:

- Exercise documents to validate HSEEP compliance (minimum):
    - Exercise Overview page(s) from Situation Manual or Exercise Plan
    - Copy of AAR/IP
- Documentation validating planning involvement:
    - Sign-in sheets showing role participation
    - Emails demonstrating planning contributions
    - Meeting minutes
    - Other documentation showing involvement in exercise planning
- Narrative addressing points noted above
- Verification letter from the jurisdiction or IEMA-OHS regional/central staff verifying the exercise was conducted and that the applicant served in the documented role.
- Any other relevant exercise-related documents.

2.6 Professional Contributions

Initial applicants are required to complete 5 of the 17 professional contributions. Contributions should have been completed or accomplished within the previous 5 years prior to the application date.

Applicants may submit multiple items under the same contribution category; however, only one (1) approved submission will be approved for each contribution category. For example, applicants may submit two (2) different Leadership roles that meet the requirements, however, only one (1) will count towards certification/recertification.

Each professional contribution has a set of verification and documentation requirements that are defined in the Professional Contribution Appendices.

Failure to include all of the supporting information and a cover page for each contribution will result in no credit for the contribution.

3.0 IPEM Renewal of Accreditation Requirements

The IPEM accreditation must be renewed every three years. IPEM renewal applications will be required to draft a letter to the IEMA-OHS Director requesting renewal of the IPEM accreditation, fill out an application, document training requirements, exercise requirements, and professional contributions. See each application element section details for specific guidance.

3.1 Letter to IEMA-OHS Director

Renewal applicants must draft a letter requesting renewal of the IPEM designation from the IEMA-OHS Director. The letter should verify that all of the information in the application packet is accurate and that the individual applying for the IPEM renewal believes they have met the requirements of the IPEM accreditation program.

3.2 Application

An IPEM renewal application form can be found on the IEMA-OHS website. The renewal application form contains the following information:

- Name (as it will appear on certificate)
- Agency/Organization(s)
- Address
- E-Mail
- Years in Emergency Management Field
- Validation of Training Hours Requirement
- Validation of Exercise Requirement
- Identification of Professional Contributions Attached
- Validation of Reference Letter(s)
- Signature of Applicant

The application should be used in conjunction with this guidebook to ensure completeness of documentation required for IPEM renewal applicants. Renewal applicants must complete all sections of the application and provide required supporting documentation as outlined in the following sections.

3.3 Reference Letter Requirement

3.3.1 Reference Letter

Applicants should submit a letter validating their role(s) and number of years in the role(s) in Emergency Management or related field. Acceptable sources of the letter(s) include current or past supervisor, emergency management officials (municipal, county, state or federal) or chief elected official in applicant's jurisdiction.

Additionally, applicants should include a copy of their current job description.

3.4 Training Requirement

Renewal applicants must submit independent verification of 72 total hours of training. Verification may include certificates or supporting documentation. Training submissions must have occurred within the preceding 3 years of the date when the applicant submits their application for review.

- No more than 25% of hours can be in a single topic.
    - For example, all hours cannot come from ICS or all Mitigation.
- Training requirements are broken into two categories defined in this section: Emergency Management Training and General Management Training.
- No more than 45 hours should come from General Management.
- Only 8 hours (a minimum of 2 hours per course) can come from FEMA Independent Study courses.
- Classes completed for a master's degree, PhD, or subsequent baccalaureate/bachelor's degrees may be used towards the General Management Training requirement only.
    - Each (1) semester hour is equivalent to 12 training hours.
    - To validate these courses, the applicant is required to submit the following:
        - Official college transcript identifying courses and number of semester hours
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Examples of Emergency Management Subject Areas
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Training may count for General Management if it:

- Contributes to, or compliments management skill sets.
- Improves an individual's ability to function as an effective employee by improving on an existing skill or learning a new skill.
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    - For example:
        - Continuity of Operations technical skill development – EM class
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- Human Resource/Personnel Management
- Instructor Development
- Leadership and Influence
- Logistics
- Marketing and Public Relations and Media Management

- Organizational Behavior
- Public Speaking
- Public Policy
- Race and Ethnic Relations; Intercultural Communications
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3.5 Exercise Requirement

To complete the Exercise Requirement, applicants must demonstrate involvement in the overall planning and coordination of a functional or full-scale exercise. Applicants must show an understanding of Homeland Security Exercise and Evaluation Program (HSEEP) principles, methods, and tools, as well as clearly capture and reflect on lessons learned. Candidates must also demonstrate a strong leadership role in both the development and execution of the exercise.

Reviewers will look for a clear explanation of how the applicant contributed to the planning process. Each applicant must provide documentation and verification of their specific role and responsibilities. Regardless of role, not documenting/validating that the applicant was part of the planning process will not count towards this requirement.

The approved list of exercise-related positions includes:

- Exercise Director/Co-Director

- Lead Evaluator

- Lead Controller

- Injects Writing/Master Scenario Events List (MSEL) team

- Other Roles/Responsibilities where the applicant had significant involvement in the overall planning and execution of an exercise and can validate so through their documentation

    o *Example: A Master Exercise Practitioner guiding a planning team through the planning process in the development of an exercise, a supervisor with exercise experience guiding a new staff member through their first exercise, etc*.

Exercise requirements may be substituted with a real world or planned event role in an Emergency Operations Center or a Command/General Staff position. These roles are only allowed for renewal applicants. These roles have a specific set of narrative and document requirements outlined in this guidebook.

Based on the applicant's assigned position, the following documentation is to be submitted:
- **Exercise Narrative**: A document that addresses all of the required narrative information for the selected exercise role. The narrative will allow the applicant to provide an in-depth picture of their involvement, with special attention given to what the applicant felt they did well and the challenges faced. These "lessons learned," along with the

applicant's explanation of how and why decisions were made, provide a baseline of the applicant's strengths and what areas they can improve on during future exercises. The length of the narrative will depend on the space required for the applicant to address all of the necessary information for their assigned position, with emphasis on "lessons learned." If the required information is not provided, the narrative will be returned to the applicant for revision and resubmission.

- **Exercise Documents**: Copies of the documents specific to the applicant's assigned position.
- **Verification Letter**: A letter from the exercise director/co-director or the IEMA-OHS central or regional office verifying that the applicant accomplished the tasks related to their assigned position/role and that the information included in the narrative is accurate.

3.5.1 Exercise Position Requirements

Narrative Requirements

- Why were you selected for your role? What was your previous experience/training relevant to this position? Did you choose this position or were you assigned? What do you feel you could have done to better prepare yourself for this position? If you were assigned to identify a person to fill this position in future exercises, what previous experience and/or training do you think would allow a person to be best prepared?
- What was your involvement in determining the need for this exercise?
- What entities were included on the overall exercise design team and/or your own planning team? What was your involvement and what were the selection criteria? If you were involved in the section of any roles or anyone in your direct planning team, describe what you felt you did well and what you need to improve on if you are involved in the selection of roles in future exercises. Please explain your response.
- What planning conferences/briefings were you involved with, or that you scheduled/conducted, and what was your role? Do you feel these were productive or could have been more productive and why you feel that way? Describe what you felt you did well and what you need to improve on if you are involved in conducting these planning conferences/briefings in future exercises. Please explain your response.
- Describe your role in developing the exercise documents. Which specific documents were you involved with developing and what was your level of involvement? Describe what you felt you did well and what you need to improve on when developing these documents in future exercises. Describe your role during the exercise. Was there any interaction with the controllers, evaluators, members of the exercise design team or simulation cell? Describe what you felt you did well and what you need to improve on when interacting with those positions. Please explain your response.
- Were you involved in the exercise Hot Wash? If so, what was your level of involvement? Were you involved in the development of the AAR/IP? If so, how did your involvement and guidance contribute to the completion of the AAR/IP? Describe what you felt you did well and what you need to improve on when conducting an exercise Hot Wash and developing AAR/IPs in future exercises. Please explain your response.

- Identify any additional lessons that you learned in your role that will allow you to improve your capabilities in future exercises. Please explain your response.

Supporting Document Requirements

Copies of the following documents should be included:

- Exercise documents to validate HSEEP compliance (minimum):
  - Exercise Overview page(s) from Situation Manual or Exercise Plan
  - Copy of AAR/IP
- Documentation validating planning involvement:
  - Sign-in sheets showing role participation
  - Emails demonstrating planning contributions
  - Meeting minutes
  - Other documentation showing involvement in exercise planning
- Narrative addressing points noted above
- Verification letter from the jurisdiction or IEMA-OHS regional/central staff verifying the exercise was conducted and that the applicant served in the documented role
- Any other relevant exercise-related documents

3.5.2 Real World or Pre-Planned Event Emergency Operations Center Management Level Position

Narrative Requirements

- Provide a brief description of the event. Describe why an Emergency Operations Center (EOC) was established. Identify the entities that responded. Were there any other entities that should have responded? Please explain your response. What is the location of the EOC? What were the benefits of this location? Please explain your response. What were the challenges of this location and why? Were there any attempts made during the event to address any of the challenges?
- Identify the EOC position that you held. Why were you selected? What is your previous experience/training relevant to this position?
- What was the timeline of the event? At what time during the event were you assigned your position? Were you assigned this position for the entire event or were there shift changes? What did you feel your strengths were going into the event? Please explain your response. What did you feel your challenges were going into the event? Please explain your response. Were you able to improve on any of your challenges? If so, how?
- What was the schedule for briefings? Who provided the brief? Would you have used a different schedule and why? What was your involvement in developing the content for the briefings? Following the briefings, were you responsible for forwarding the information? If so, why and to whom? Describe what you felt you did well and what you need to improve on if you are asked to develop briefings during future EOC activations. Please explain your response.
- What were the timelines for the operational periods and why were they used? Would you have used different periods? If so, why?

- Were situation reports (SitReps) developed? If so, who was responsible for developing the SitReps and what was your involvement in the development? If not, what other management documents were used to document the jurisdictions current status and projected priorities? Describe what you felt you did well and what you need to improve on if you are asked to develop a SitRep or the other EOC-related documents during future EOC activations. Please explain your response.
- Was there an AAR/IP developed? If so, what was your involvement? Describe what you felt you did well and what you need to improve on in case you are asked to take the lead in developing an AAR/IP following future real world/pre-planned events. Please explain your response.
- Identify any additional lessons you learned during the event that will allow you to improve your capabilities in future actual/pre-planned events. Please explain your response.

Supporting Document Requirements

Copies of the following documents should be included:

- All available SitReps.
- AAR/IP using the HSEEP format.
- Any other event-related documents.
- Letter from the jurisdiction that was impacted by the event, EOC Manager/Assistant Manager or IEMA-OHS regional/central office staff verifying that the event took place and that the renewal applicant served in the position described.

3.5.3 Real World or Pre-Planned Event Command/General Staff Level Position

Narrative Requirements

- Provide a brief description of the event. Describe why an Incident/Unified Command Structure was established. Identify the entities that were involved. Were there any other entities that should have been involved? If so, why? What was the location of the Incident/Unified Command Post? What were the benefits of this location? Please explain your response. What were the challenges of this location? Please explain your response. Were there any attempts made during the event to address any of the challenges?
- Identify the Command/General Staff (C&GS) position that you were assigned. Why were you selected? What is your previous experience/training relevant to this position? Did you open a task-book for your position? If so, were you evaluated?
- What was the timeline of the event? At what time during the event were you assigned your position? Were you assigned this position for the entire event or were there shift changes? What did you feel your strengths were going into the event? Please explain your response.
- What did you feel your challenges were going into the event? Please explain your response. Were you able to improve on any of your challenges? If so, how?
- What timeline was used for briefings? Who provided the brief? Would you have used a different schedule? If so, why? What was your involvement in developing the content for

the briefings? Following the briefings, were you responsible for forwarding the information to anyone else? If so, why and to whom? Describe what you felt you did well and what you need to improve on if you are asked to develop briefings at future events. Please explain your response.

- What were the timelines for the operational periods and why were they used? Would you have used different periods? Please explain your response.
- Was an Incident Action Plan (IAP) developed? Who was responsible for developing the IAP and what was your involvement in this development? Describe what you felt you did well and what you need to improve on if you are asked to develop an IAP at future events. Please explain your response.
- Was there an event Hot Wash? If so, what was your involvement? Describe what you felt you did well and what you need to improve on in case you are asked to take the lead in conducting a Hot Wash following future events. Please explain your response.
- Was there an AAR/IP developed? If so, what was your involvement? Identify any positive lessons and possible challenges that you observed in case you are asked to take the lead in developing an AAR/IP following future events. Please explain your response.
- Identify any additional lessons you learned during the event that will allow you to improve your capabilities in future events/exercises. Please explain your response.

Supporting Document Requirements

Copies of the following documents should be included:

- All available IAPs with the applicant listed in the assigned position.
- AAR/IP using the HSEEP format.
- Any other event-related documents.
- Letter from the Incident/Unified Command or Safety Officer for the event or IEMA-OHS regional/central office staff verifying that the event took place and that the renewal applicant served in the position described.

3.6 Professional Contributions

Renewal applicants are required to complete 3 of the 17 professional contributions. Contributions should have been completed or accomplished within the previous 3 years prior to the renewal application date.

Applicants may submit multiple items under the same contribution category; however, only one (1) approved submission will be approved for each contribution category. For example, applicants may submit two (2) different Leadership roles that meet the requirements, however, only one (1) will count towards certification/recertification.

Each professional contribution has a set of verification and documentation requirements that are define in the Professional Contribution Appendices.

Failure to include all of the supporting information and a cover page for each contribution will result in no credit for the contribution.

Appendix 1: Professional Contributions

Application Type	Professional Contributions
Initial	**5**
Renewal	**3**

Professional contributions are activities that demonstrate your commitment to advancing the field of emergency management through leadership, service, teaching, writing, mentoring, or participation in professional organizations. They show that you are not just a practitioner, but a contributor to the profession's growth, ethics, and standards.

Each professional contribution will have a set of requirements specific to each category. As you develop your application packet it is important to ensure that each professional contribution has a cover letter that outlines the professional contribution category and the supporting requirements.

Failure to include all of the supporting information and a cover page for each contribution will result in no credit for the contribution.

Applicants may submit multiple items under the same contribution category; however, only one (1) approved submission will be approved for each contribution category. For example, applicants may submit two (2) different Leadership roles that meet the requirements, however, only one (1) will count towards certification/recertification.

Initial applicants are allowed to use professional contributions that have been accomplished within the previous 5 years prior to the application submission. Renewal applicants are allowed to use professional contributions that have been accomplished since their previous application submission or within three years of their renewal submission date, whichever is less.

Professional Contribution Categories

1. **Award/ Special Recognition**
2. **Audiovisual/ Interactive Product**
3. **Development of a Real-World/Pre- Planned Event Related Plan/Annex**
4. **Disaster Experience**
5. **Higher Education Degree**
6. **Instructing**
7. **Legislative Outreach/Contact**
8. **Mentoring**
9. **Mitigation Project**
10. **Officer/ Leadership Role**
11. **Professional Development**
12. **Professional Membership**
13. **Publication**
14. **Service Role**

15. Special Assignment
16. Speaking Engagements
17. Other

Contribution 1: Award and Special Recognition

Overview

The applicant may submit an award, honor, or special recognition received within the disaster/emergency management community or in conjunction with an emergency management related activity.

The award, honor or special recognition must be personalized (addressed, inscribed, etc.) and refer directly to the applicant. The award may be from an external agency or from the applicant's own agency.

The applicant must upload evidence of the award and the reason why it was presented if not clear in the award citation.

Examples

Examples that meet requirement:

- IESMA Awards or Citations.
- IAEM Executive Citation.
- Award from a City/County Board of Administrators.
- Award from a local, state, or Federal agency, group, or association for disaster/emergency management-related activities.
- Routine, mass mailed thank you letters or certificates of participation/deployment only if the applicant describes why the award is unique ▪ Epsilon Pi Phi and other academic or professional societies for homeland security, intelligence, emergency management, and protective security disciplines.

Examples that do not meet requirement:

- The Professional Development Series (PDS).
- Advanced Professional Series (APS).
- Illinois Professional Emergency Manager (IPEM).
- Certified Emergency Manager (CEM) certificates do not qualify.
- Application or Nomination form for an award, without proof of actual receipt/award.
- Length of Service Recognition.
- Routine "Thank You" Letters with no explanation from applicant regarding the personal importance of the letter.
- Routine Performance Awards.

Documentation

Documentation	Document Example that Meet Requirements	Document Examples that Do Not Meet Requirements
Required: Award	Award Certificate.	Applicant statement/

with applicant's name, date a reason for award	Pictures of plaques that include applicant's name. Copies of press releases/external verification of award.	resume listing award. Photo of the applicant receiving the award.
Optional Supporting Documentation: Explanation if award's connection to disaster/emergency management is unclear	Citation for the award. Description of the award and what it means.	

Contribution 2: Audio Visual or Interactive Product

Overview

This contribution must demonstrate the applicant's individual contribution to an emergency management related A/V product. The purpose of this contribution is to allow for creative content development and/or development of audio-visual tool or interactive product that assists with the distribution of emergency management content.

The applicant must demonstrate personal involvement in the development and implementation of audio-visual or digital interactive technologies for the distribution of emergency management-related content. This contribution aims to recognize the production and dissemination of innovative material via digital means and/or recognize the production of an audio-visual tool or interactive product that aids in the distribution of emergency management content.

Using an existing application or program and populating it with data does not meet the requirement.

The applicant must upload three different documentation elements: independent verification of contribution and evidence of the final product, and a documentation element related to their focus area.

The applicant may focus on one of two areas for this contribution: creative content development (creativity focus) or the development of innovative, interactive digital distribution content methods (distribution focus).

Creativity Focus:

The creativity focus of this contribution demonstrates the applicant's significant contribution to the creative content creation of emergency management-related content, regardless of the platform, software, or technology used. The applicant must demonstrate that the content is original, novel, innovative, inventive, imaginative, talented, and/or significant customization of third-party content to meet a goal, objective, and/or the needs of an intended audience (e.g., peer professionals, public, targeted demographic, at-risk populations, elected officials, et al.).

Distribution Focus:

The distribution focus is on the development of an innovative interactive digital distribution method of emergency management related content. This contribution does not necessarily need to demonstrate technical development skills (e.g., programming, software development, etc.). The applicant needs to demonstrate significant individual contribution in the product design, development, testing, and/or deployment processes, even if other personnel complete more technical aspects.

Regardless of focus, the applicant's submission must be independently verified. Commonly submitted items with metrics requirements are outlined below, but this is not an exhaustive list of A/V contributions that could be accepted.

A/V Product Submission	Definition	Metrics Required for Contribution
Website	A set of related web pages located under a single domain name, typically produced by an individual or organization, that includes substantive content, such as considerable text, audio, video, and/or interactive tools.	At least one website with multiple supporting pages Website analytics showing the site is live/published (but no minimum number of views required)
Blog	A regularly-updated website or web page that is typically written in an informal or conversational style.	At least five unique postings of emergency management content Each unique posting must be no less than 400 words Site analytics showing each blog is posted and is live/published (but no minimum number of views required)
Vlog (video blog)	A regularly updated website or social media account where an individual posts short videos.	At least five unique postings of emergency management content At least 60 minutes of video content (combined) Site analytics showing each vlog is posted and is live/published (but no minimum number of views required)
Microblog	A social media site categorized by short, frequent posts.	At least 10 posts of emergency management content within six months Site analytics showing each blog is posted and is live/published (but no minimum number of views required)

Podcast	A digital audio file made available for downloading, sometimes available as a series, where new installments can be received by subscribers automatically.	At least 60 minutes of emergency management audio content (combined) Analytics showing podcast is posted and is live/published (but no minimum number of downloads/listens required)

Examples

Examples that meet requirement:

- Films, videos, or podcasts on an emergency management topic where applicant is the designer, editor, host, and/or contributor of the program.
- Creating/designing, and/or significantly customizing a computer program that automates Emergency Operations Center (EOC)/Multi-Agency Coordination Center (MACC) activities.
- Digital distribution of Public Service Announcements (PSAs) regardless of medium.
- Developing an original emergency management software or mobile application.

Examples that do not meet requirement:

- Populating and/or managing information in a standard, commercial, off-the-shelf, database, software, or application (e.g., data entry, spreadsheets, reports, GIS map data, incident management software formatting, etc.).
- PowerPoint presentations, Prezi, or other similar electronic methods of presentation.
- Hiring/managing a contracted resource to develop A/V product, without significant direct applicant involvement in its development process.
- Appearing on a digitally distributed product as an interviewee, guest, speaker, etc. (This may qualify as a Speaking contribution).
- Routine agency website content that is common to most websites; or content that is duplicative of content from other websites (e.g., reposting other content) that has not been significantly adapted to the goal, objective, and/or intended audience.
- Posting documents or presentations to a website or SharePoint.

Documentation

Documentation	Document Example that Meet Requirements	Document Examples that Do Not Meet Requirements
Required Element 1: Independent verification of applicant's individual significant	Independent verification explaining applicant's contribution. AND	Applicant statement/resume listing participation in/ development of A/V product.

contribution.	Independent verification that applicant's submission meets criteria as described in the "Definitions and Metrics" above table (length, word count, etc.).	
Required Element 2: Independent verification of final product(s) with publish/go-live date(s).	Copies of storyboard/ application development. Direct links to PSAs, videos, or software, etc. "Print to PDF" with headers and footers enabled. Screenshots that include date/time stamps. Analytics report demonstrating publication/go-live and any engagement.	Indirect links or broken links that do not display the referenced content. Undated samples.
Creativity Focus – Required Element 3: Independent verification of creative, emergency management content development.	Project management plans, meeting minutes, storyboards, scoping documents. Documentation reflecting the creative, innovative, or highly customized nature of the content.	
Digital Distribution Focus – Required Element 3: Independent verification of development in distribution of emergency management related content for a cohesive, goal-driven	Project management plans, meeting minutes, storyboards, scoping documents. Documentation reflecting a purpose statement, goals, objectives, and/or target audience.	

purpose.		

Contribution 3: Development of a Real-World/Pre-Planned Event Plan/Annex

Overview

Developed, or assisted in the development of, a plan/annex, related to a real-world/pre-planned event. This plan could include incident action plans, water distribution, financial assistance, damage assessment, debris management, volunteer and donations management, water distribution, after action report/improvement plan, among others. Applicants may not use the same event for Development of a Pre-Event Related Plan/Annex or their exercise.

Please attach a copy of the plan/annex.

Examples

Examples that meet requirement:

- Development of a special event response plan.
- Development of a debris management plan.
- Development of an Action Plan.

Examples that do not meet requirement:

- Copying an incident action plan.
- Completion of a single ICS form.
- Staffing assignment for a pre-planned event.

Documentation

Documentation	Document Example that Meet Requirements	Document Examples that Do Not Meet Requirements
Required: Copy of the plan/annex	Attached copy of the plan. and Describe applicant's role in developing the plan, including challenges experienced completing the plan and how planning best practices were incorporated into the plan development process.	Cover of the plan.

	and A letter from a supervisor or sponsoring organization supporting that the specified contribution was completed as outlined above.	
Required: If a copy of the plan/annex cannot be attached, please address the following items:	Summary of the plan. and Name of the event or incident. and Description of applicant's role in developing the plan/annex, including challenges experienced completing the plan and how planning best practices were incorporated into the plan development process. and A letter from a supervisor or sponsoring organization supporting that the specified contribution was completed as outlined above.	

Contribution 4: Disaster Experience

Overview

Assigned a position in an Incident Command Structure, Joint Information System, or an Emergency Operations Center during an actual incident that lasted at least 48 hours. The applicant did not have to be involved for the entire 48 hours, but the assignment did need to fall within that time frame. Applicants cannot use the same actual event experience (renewal application only) that was used to meet the Exercise Requirement.

Please attach a copy of the declaration or proclamation, if available.

Examples

Examples that meet requirement:

- EOC activated for two days.
- Incident Command activated for two days.
- Joint Information System activated for two days.

Examples that do not meet requirement:

- Short duration incident.
- Duty desk or watch office activation.

Documentation

Documentation	Document Example that Meet Requirements	Document Examples that Do Not Meet Requirements
Required: Documentation of the applicant's involvement	Description of applicant's involvement. A letter from a supervisor or sponsoring organization supporting that the specified contribution was completed as outlined above.	
Required: Documentation of lessons learned	Description of the lessons learned by applicant's involvement.	
Required: Documentation **of** the applicant serving in the position	Copies of documentation including ICS 214, Unit Log, Incident Action Plan, EOC Action Plan,	

	Mission request documentation, etc.	
Required: Third party verification	A letter from a supervisor or sponsoring organization supporting that the specified contribution was completed as outlined above.	

Contribution 5: Higher Education Degree

Overview

Completed either an associate, bachelor's, master's, or doctorate from a nationally or regionally accredited school, college or university in emergency management, homeland security, disaster preparedness, disaster management or a closely related degree, such as public safety, public policy or public administration, which included a minimum of 18 credit hours in course work directly related to emergency management, homeland security, disaster preparedness, or disaster management.

Examples

Examples that meet requirement:

- Degree from a college or university.

Examples that do not meet requirement:

- Certificate from a college.

Documentation

Documentation	Document Example that Meet Requirements	Document Examples that Do Not Meet Requirements
Required: Proof of degree.	Attach a copy of the degree/diploma.	
Required: Summary of degree.	Describe the significant impact that this degree has had on applicant's capabilities	

Contribution 6: Instructing

Overview

Completed a formal instructing commitment related to an emergency management-related course, which equals or exceeds three hours of actual platform instruction.

This contribution must demonstrate instruction of disaster/emergency management versus a technical skill, such as CPR/First Aid, PPE, or technical fire science.

If the applicant is teaching a more general subject, they must demonstrate direct impact to disaster/emergency management. For example, teaching GIS or mapping systems may qualify if the applicant ties this directly to improving situational awareness during response efforts.

Teaching vs. Speaking

This contribution differs from speaking as this contribution requires lesson plan(s), learning objectives, and instructional delivery methods.

Length of Instruction

The disaster/emergency management portion of instruction must equal three or more hours. Introductions, class "housekeeping," or more general instruction will not be included in the three-hour total.

Single Instruction or Multiple Instances of Instruction

- Applicants may provide multiple instructional deliveries to meet the three-hour minimum.
- A supervisor or other independent party may validate all instances of the same instruction in the same letter.
    - For example, if the applicant instructed three occurrences of IS 100, a single letter may validate all three classes.

Examples

Examples that meet requirement:

- Teaching a university-level comprehensive disaster/emergency management class.
- Teaching a FEMA E/G/K/L/V course for federal, state, or local partners.
- Teaching ICS to community partners.

Examples that do not meet requirement:

- Participating on a panel discussing personal EM experience or specific incidents.
- Teaching a responder-level HAZMAT course.
- Teaching CPR/First Aid.
- Teaching proper use of PPE.

Documentation

Documentation	Document Example that Meet Requirements	Document Examples that Do Not Meet Requirements
Required: Independent verification of teaching assignment, length of instruction, date, and content taught	Letter from sponsoring agency verifying teaching assignment. Letter from professor / university chair verifying applicant's teaching assignment and duration. Course sign-in sheet or feedback forms with applicant listed as instructor, title of course, date and student signatures for attendance.	Course agenda with applicant listed. PowerPoint slides with applicant listed as instructor. "Thank you" email from a student who attended the class.

Contribution 7: Legislative Outreach/Contact

Overview

To meet this requirement, the applicant must demonstrate contact with an elected official, for the purpose to educate, enlighten, persuade, influence, advocate or promote the elected official to take legislative or executive action on a substantive emergency management issue within said official's purview.

In such cases where an applicant has an elected official (e.g., Governor, Mayor, County Executive, Commissioner, Councilor, etc.) in their official employment chain of command, routine business communications, briefings, updates, or communication to fulfill the roles, duties and obligations of their position do not meet the intent of the standard.

The contact must be to an elected official, not an appointed or hired position.

There are two types of contact with elected officials that may meet the requirement for this contribution: written correspondence or in-person meetings.

Written Correspondence

Applicants may use written correspondence to meet this requirement but must upload two different document elements:

- The original correspondence from the applicant to the elected official's office, and
- The reply from the official's office.

The original correspondence may be a screenshot of the "Contact Us" form.

The response from the elected representative may be a form letter or personalized response.

In-Person Meetings

Applicants may use in-person meetings to meet this requirement but must upload three different document elements:

- The original meeting request or invite including content to be discussed, and
- Independent verification of the meeting after occurrence, and
- Independent verification that clearly outlines the content of the meeting included emergency management-related topics

Meetings may be organized by the individual, the official, by emergency management-related associations, such as town hall meetings or a "Lobby Day".

Meetings may be attended by a member of the elected official's staff and/or by the elected official themselves.

Examples

Examples that meet requirement:

- Meeting with a congressional staffer or a local elected official to discuss emergency management funding.
- Attending a "Lobby Day" with other emergency management professionals to advocate for underserved communities during response efforts.
- Using an electronic "Contact Us" form from an elected official's website where the applicant specifically discusses an emergency management issue; along with the form response from the office.
- Emailing an elected official's "Constituent Concern" email address regarding an emergency management issue; along with the response from the office.

Examples that do not meet requirement:

- Meeting with an appointed US state-level emergency management director.
- Discussing first responder response times with local elected officials.
- Generic "thank you" note from an elected official's office that is part of a non-emergency management-related contact that does not specifically define the emergency management-related issue.

Documentation

Documentation	Document Example that Meet Requirements	Document Examples that Do Not Meet Requirements
Written Correspondence - Required Element 1: Original correspondence from applicant to the elected official including date.	Copy of original email to elected official. Copy of screenshot from elected official's online contact form. Copy of letter sent to elected official.	Applicant statement/resume noting an in-person meeting with elected representative without specific documentation of an emergency management related discussion. Photo of candidate with elected official.
Written Correspondence - Required Element 2: Reply from elected official's office.	Copy of form letter response from the elected official's office. Copy of personalized response from elected official's office. Copy of postmarked letter sent to applicant	Generic "thank you" letter from the elected official's office that does not specifically reference an emergency management issue.

	from the elected official's office.	
In-Person Meetings - Required Element 1: Request for / invitation for meeting	Copy of applicant's request for meeting / audience with elected official to discuss an emergency management-related topic. Copy of an emergency management association's invitation to attend a "Lobby Day" meeting with an elected official.	Applicant statement/resume noting an in-person meeting with elected representative without specific documentation of an emergency management related discussion. Photo of candidate with elected official.
In-Person Meetings - Required Element 2 and 3: Meeting content and meeting confirmation	Letter from elected official's office thanking the applicant directly for participating in the meeting, with meeting content summarized. Letter from emergency management association thanking the applicant directly for participating in "Lobby Day" with meeting content summarized and elected official named.	Generic "thank you" from elected official's office with no reference to meeting content. Generic "thank you" from association not naming the applicant.

Contribution 8: Mentoring

Overview

Mentoring is the structured process where an experienced individual (mentor) helps another person (mentee) to develop their goals and skills through scheduled and planned one-to-one conversations. Mentors often use various tools/methods, provide advice, and give overall guidance and support to a mentee.

Applicant provided mentoring to, or worked directly with, someone inside or outside the applicant's jurisdiction/organization to create an environment in which that individual's understanding of emergency management principles and ability to work more efficiently in their emergency management position improved, with the opportunity to continue this relationship over time.

Mentorship should be outside applicant's scope of normal job responsibilities. The mentorship should be formal, with acknowledgement from both parties of the mentorship. The mentor should establish benchmarks they are attempting to accomplish at the outset of the mentorship.

This could include a newly elected/appointed officer, a new volunteer, staff that are critical to the applicant's organization but doesn't know they are critical, those who can help promote applicant's program, those who were identified as a concern in past exercises, the person who will take applicant's place when applicant steps down. This could include newly appointed staff in a neighboring jurisdiction, staff outside applicant's jurisdiction/organization who are critical to applicant's success but don't know they are critical, staff with regional responsibilities that include applicant's jurisdiction/organization, among others.

Examples

Examples that meet requirement:

- Mentoring a newly appointed Emergency Manager in a neighboring jurisdiction.
- Coaching a New PIO for a Partner Agency's JIC.
- Mentoring a critical partner (e.g., Public Works Supervisor) who is taking on a role in the EOC.
- Assisting a Newly Elected Mayor or Village Administrator.

Examples that do not meet requirement:

- Training staff during routine onboarding.
- Supervising employees or volunteers as part of your normal job.
- Providing general advice to a volunteer with no formal agreement.

Documentation

Documentation	Document Example that Meet	Document Examples that Do Not Meet

	Requirements	Requirements
Required: Summary of the mentorship.	Mentored position (no name required). and Reason for mentoring. and Description of the current mentoring process. and Description of the lessons applicant learned by mentoring.	
Required: Signed letter from the mentee confirming mentoring took place.	Email from mentee thanking mentor after a mentoring session.	

Contribution 9: Mitigation Project

Overview

The applicant may submit contributions toward or supported projects that reduce applicant's community's vulnerability to hazards.

Examples

Examples that meet requirement:

- Serving as an active member of the local hazard mitigation planning committee and meaningfully contributing to development or update of the community's Hazard Mitigation Plan (HMP).
- Leading or co-leading the mitigation strategy update for a multi-jurisdictional HMP.
- Convening community stakeholders to identify new mitigation projects and revise capability assessments.
- Leading a mitigation project scoping effort to analyze feasibility, cost-benefit, or engineering requirements.
- Developing FEMA BRIC, FMA, HMGP, or other mitigation grant applications that result in awarded projects.

Examples that do not meet requirement:

- Routine EM program management such as budgeting, staffing, or onboarding.
- Attending conferences or training without contributing to mitigation planning or projects.
- Membership in professional organizations without performing mitigation-related work.
- General preparedness outreach ("make a kit, have a plan") without a mitigation focus.
- Participation in meetings where mitigation is discussed but without meaningful contribution.
- Serving in an advisory group or coalition with no mitigation-related tasks completed.

Documentation

Documentation	Document Example that Meet Requirements	Document Examples that Do Not Meet Requirements
Required: Summary of the Mitigation Project	Description of mitigation project.	Meeting sign-in sheets.
Required: Description of applicant's role in the project	Description of applicant's role in the project.	
Required: Description of the	Description of the results of the project.	

results of the project		
Required: Third party verification	A letter from a supervisor or sponsoring organization supporting that the specified contribution was completed as outlined.	
Optional Supporting Documentation:	Grant documents. List of groups involved in the project.	

Contribution 10: Officer or Leadership Role

Overview

This contribution must clearly demonstrate a commitment to comprehensive disaster/emergency management above and beyond that normally expected from completion of an individual's job responsibilities.

Any assignment indicated in the applicant's job description does not meet the criteria for a leadership role contribution.

The applicant must upload two different documentation elements: one from the supervisor or sponsoring agency validating that the role is not part of the applicant's assigned duties AND one independently documenting the contribution such as a thank you letter or meeting minutes outlining the contribution and including the name of the applicant.

Served for at least one term as an officer or in a leadership position on a board, committee, task force or a special project for an emergency management related organization. This role must be separate from your current primary job responsibilities.

Examples

Examples that meet requirement:

- American Red Cross Board.
- IESMA Board of Directors.
- Voluntarily chairing/serving on a project team for work that is outside of normal job duties.

Examples that do not meet requirement:

- LEPC involvement when it is a part of daily duties.
- FBI Citizens Academy Board Member.

Documentation

Documentation	Document Example that Meet Requirements	Document Examples that Do Not Meet Requirements
Required: Supervisor's verification or sponsoring agency verification that activity was/is not part of routine job duties	Supervisor letter verifying leadership position was not part of applicant's routine job duties. Human Resources letter verifying leadership position was not part of	Appointment letter only. Meeting agenda.

	applicant's routine job duties (if supervisor cannot be reached). Sponsoring agency letter verifying leadership position was not part of applicant's routine job duties.	
Required: Independent verification of contribution and a date of service	Member assignments from the organization. Copies of meeting minutes documenting position and contributions.	
Optional Supporting Documentation	Description of commission, board, or organizational mission statement describing contribution to comprehensive emergency management.	

Contribution11: Professional Development

Overview

This contribution must demonstrate attendance at workshops or conferences that are focused on disaster/emergency management versus tactical skill session(s).

Conferences may be hosted by national, state, regional or local agencies, schools, business or industry, volunteer organizations, or other entities with an emergency management role.

A one- or two-day meeting on a single topic is acceptable (see examples below).

A technical workshop on how to use a piece of technology is not acceptable; however, a user's conference on the use and application of that technology in the field of disaster/emergency management is acceptable.

The applicant may be awarded up to seven contact hours per conference day unless contact hours are specifically noted on the certificate of attendance.

Multiple conferences can be used to meet the 24-hour requirement.

Virtual conferences are acceptable as long as the documentation validates the applicant's attendance, contact hours, and relevance to disaster/emergency management.

The applicant must upload independent documentation verifying attendance at the conference/workshop.

If a certificate is not available, a written document from the sponsoring organization on its letterhead would be acceptable.

Examples

Examples that meet requirement:

- Illinois Emergency Management Agency and Office of Homeland Security (IEMA-OHS) Annual Training Summit.
- Illinois Emergency Services Management Association (IESMA) Annual Training Summit.
- City of Chicago Whole Community Conference.
- IAEM Conferences.
- Recovery Workshops.
- Hazard Mitigation Workshops.
- National Hurricane Conference.
- WebEOC User Conference/Workshop.
- FEMA Higher Education Conferences.
- Citizen's Corp Conference.

Examples that do not meet requirement:

- In-Service training days on equipment.
- Technical workshops.
- WebEOC Training.

Documentation

Documentation	Document Example that Meet Requirements	Document Examples that Do Not Meet Requirements
Required: Independent verification of attendance at conference(s)/ workshop(s) totaling 24 hours	Certificate of attendance (may or may not include contact hours). Conference badge (must also include documentation of conference name, date, days and hours). Conference /Workshop "Sign In" sheet provided by host which includes dates and times. Letter from conference/ workshop host agency validating applicant's attendance and contact hours.	Copies of conference agenda only. Conference fee receipt. Military travel orders. Air travel confirmation or hotel booking confirmation.
Required: Identify the lessons applicant learned by attending	A short description of the information the attendee learned.	Agenda or summary of the sessions.
Optional Supporting Documentation	Link to conference website(s). Conference agendas if it is not immediately apparent how the conference/ workshop supports disaster/emergency management.	

Contribution 12: Professional Membership

Overview

The intent of this contribution is to encourage the applicant to be a member of an organization that promotes/enhances/supports emergency management.

Acceptable organizations are those committed to all levels of disaster/emergency management. It is not required that members pay a fee; but corporate/organizational memberships are not acceptable.

The basis of qualification for this contribution is the organization's mission, which should be concerned about one or more phases of emergency management and consistent with the protection of life and property from disaster.

Active membership for at least three years in an emergency management-related professional organization. If the mission of the organization is not apparent by its title, it should be provided in verifiable format (such as from the organization's website).

One single membership organization or any combination of organizations over a three-year period will be acceptable. While multiple organizations may be used, documentation for the three years must be provided.

Examples

Examples that meet requirement:

- Illinois Emergency Services Management Association (IESMA).
- International Association of Emergency Managers (IAEM).
- National Emergency Management Association (NEMA).
- Disaster Recovery Institute International (DRII).
- All-Hazard Incident Management Team Association (AHIMTA).
- Association of Continuity Planners (ACP).
- Emergency Management Professional Organization for Women's Enrichment (EMPOWER).
- Business Resumption Planners Association.
- Business Resilience Certification Consortium International.
- The Association of State Floodplain Managers (ASFPM).

Examples that do not meet requirement:

- Security-focused organizations (i.e.: ASIS).
- Organizations that support tactical skill development.
- Military Services.
- Civil Air Patrol (CAP).
- Disaster Medical Assistance or Mortuary Teams (DMAT/DMORT).
- Amateur Radio Association.

- Incident Management Teams.
- Association of the US Army (AUSA).
- CHPA Partner/Healthcare Stakeholder Member.
- Certified Safety Professional (CSP).
- Certified Healthcare Protection Administrator.
- Industrial Hygiene-focused organizations (i.e. American Industrial Hygiene Association).

Documentation

Documentation	Document Example that Meet Requirements	Document Examples that Do Not Meet Requirements
Required: Describe how the applicant contributed to the organization of which they are a member or describe what they have gained from their membership	A statement explaining how the individual was involved in the organization over the three years. A statement explaining what the individual gained from their membership or what they contributed to their organization.	Statements that explain they have only been a member but do not depict their activity or benefit of membership.
Required: Independent verification of applicant's membership in an emergency management organization for three years	Membership certificate with applicant's name and years of membership. Letter from organization validating applicants' membership for at least three years.	Applicant statement/ resume listing membership in organization(s). Payment receipt from an organization that does not clearly indicate it is for membership fee.
Optional Supporting Documentation	Mission statement from organization that demonstrates its commitment to comprehensive emergency management (if not immediately apparent from the organization's name).	

Contribution 13: Publication

Overview

Publications must have an independent editorial review and be published beyond the applicant's control.

Self-Published Books

Self-Published books must meet the following guidelines:

- Must be self-published in a mainstream format such as Indigo, Amazon, etc. and available for purchase or download to the general public (fee for purchase or free).
- Book sample must be available for Commissioner review, including the full table of contents, in the form of a book sample or manuscript format.
- Must be non-fiction, related to emergency management or related field, with specific impacts within the scope of disaster/emergency management.
- Must meet industry standards for a published book criteria including Title Page, Copyright, Table of Contents, References, and "About the Author."
- Must be composed in professional-level writing style expected by the nature of the publication, including grammar and copyediting.

Examples

Examples that meet requirement:

- Authorship of an article in Journal of Emergency Management.
- Authorship of an article in the IAEM Bulletin.
- Thesis or program capstone.
- Online periodicals (peer review publication and about emergency management).

Examples that do not meet requirement:

- Routine school papers/assignments.
- Self-published articles and journals without peer review.
- Announcements, flyers, and work-related documents circulated via email to employees.

Documentation

Documentation	Document Example that Meet Requirements	Document Examples that Do Not Meet Requirements
Required: Independent verification of authorship (primary or secondary) and date	A copy of the article showing where published. Publication's table of contents with author	Applicant statement / resume listing authorship. Documentation that does not show independent

	listed.	verification of authorship or date.
	Link to publication or purchase website(s).	
Optional Supporting Documentation	Abstract.	Screenshot of a SharePoint library showing work publications.

Contribution 14: Service Role

Overview

This contribution must demonstrate service and engagement at meetings for a board, committee, task force, or special project. The applicant must provide independent documentation verifying attendance.

Examples

Examples that meet requirement:

- IESMA Committees.
- Homeland Security Advisory Council.
- Healthcare coalition.
- Member of a Board of Directors.
- Civil Air Patrol.

Examples that do not meet requirement:

- Board of Directors for a local fire department or police auxiliary where specific contributions related to comprehensive emergency management are not documented.

Documentation

Documentation	Document Example that Meet Requirements	Document Examples that Do Not Meet Requirements
Required: Independent verification of assignment and the date of service	Independent verification of appointment from host agency with other verification of role. Meeting minutes documenting group purpose and applicant's contributions. Letter of recognition from host agency thanking the applicant for participation.	Applicant statement/resume listing service role. Meeting agenda.

Contribution 15: Special Assignment

Overview

Involved in a special assignment to a committee, task force, or working group addressing disaster/emergency management issues. The resulting product or decisions must contribute to or affect the emergency management community.

This contribution is more of an individual accomplishment rather than a position requirement. This contribution is usually for a short-term assignment that falls outside of routine job duties.

Special Assignment vs. Leadership Role

The contribution differs from a service role or a leadership role. Whereas a service role may be an assignment on a committee, a "special assignment" may take the applicant away from regular job duties, akin to a detail. The applicant must submit separate documentation for this contribution and cannot use the same "assignment" to satisfy multiple contributions.

Examples

Examples that meet requirement:

- Being detailed to a neighboring jurisdiction as an acting emergency manager during a vacancy.
- Being assigned to a taskforce to develop a special project or report.

Examples that do not meet requirement:

- Standard responsibilities that can be included under "other duties as assigned."
- A role or responsibility already included under Officer or Leadership Role.

Documentation

Documentation	Document Example that Meet Requirements	Document Examples that Do Not Meet Requirements
Required: Independent verification of assignment and the date of service	Sponsoring agency letter.	Deployment orders.

Contribution 16: Speaking Engagements

Overview

The applicant must provide three (3) separate instances of speaking engagements. They must be attached as two separate entries within the application.

The speaking engagements must be 20 minutes in length and must be verified as taking place by a third party. The audience may be a community or professional group; this contribution may include panels, interviews, or webinars. Acceptable verification includes a thank you note from the organization, or an email from the applicant's supervisor verifying the contribution.

Applicant must be an actual presenter and not just the author of the presentation. This does not include instructing a class that provides a certificate or credits.

Examples

Examples that meet requirement:

- Speaking at preparedness events for Lions Club, Knights of Columbus, Chambers of Commerce, etc.
- Serving as a member of an emergency management panel during a conference or event.
- Speaking as a presenter during a disaster/emergency management conference or event.

Examples that do not meet requirement:

- Teaching ICS or other emergency management courses.
- Being interviewed for a news, magazine, or journal article.

Documentation

Documentation	Document Example that Meet Requirements	Document Examples that Do Not Meet Requirements
Required: Independent verification of three speaking engagements with dates	Letter of recognition from the host agency thanking the applicant for the presentation.	Copies of conference agendas where the applicant is scheduled to speak. Copies of PowerPoint Presentations delivered to an audience. Emails from individuals who heard the applicant speak.
Optional Supporting	Copies of applicant's	

Documentation: Explanation of the connection to disaster/emergency management if not evident	presentation.	

Contribution 17: Other

Overview

Other contributions may be recognized if they do not apply to the other established categories. Whatever the contribution is, the applicant must attach independent verification of the contribution as well as how this activity or product is related to comprehensive disaster/emergency management.

Applicants may submit multiple "other" contributions but only one (1) may be accepted to meet the required number of contributions.

Approval of these contributions is at the discretion of the IPEM Review Committee.

Examples

Examples that meet requirement:

- Deploying on a disaster assignment that is outside of your jurisdiction and not a part of your recognized duties, including but not limited to EMAC deployments/
- Completion of the Master Exercise Practitioner Program (MEPP), Master Public Information Officer (MPIO) Program, Master Planning Practitioner (MPP) Program, or Master Continuity Practitioner Program if not counted towards training/
- DMAT/DMORT/IMT deployments not included in Experience Section/
- JEM's Editorial Board and/or Peer Review/
- Epsilon Pi Phi and other academic or professional societies for homeland security, intelligence, emergency management, and protective security disciplines.
- Development of a plan, document, or a tool that advances the mission of the emergency management program and is an original development.
- Participation in the development or execution of an exercise where the application played a significant leadership role. Exercise for renewal cannot be used again in this professional contribution.

Examples that do not meet requirement:

- Contributions that clearly fall within the parameters of other defined categories (teaching, speaking, etc.).
- Contributions that do not demonstrate a commitment to the advancement and/or improvement of comprehensive disaster/emergency management.