

**ILLINOIS**

**PROFESSIONAL**

**EMERGENCY**

**MANAGER**

**PROGRAM**

**DEVELOPED BY THE  
ILLINOIS EMERGENCY MANAGEMENT and OFFICE OF  
HOMELAND SECURITY  
AND THE  
ILLINOIS EMERGENCY SERVICES MANAGEMENT  
ASSOCIATION**

**Revised 4/2016**

## **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 the practical experience to help enhance the readiness of the organizations they serve and to promote whole community partnerships.

## **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 (IEMA), Federal Emergency Management Agency (FEMA), Illinois Emergency Services Management Association (IESMA) and other related agencies.

## **PROGRAM GOALS**

- To provide emergency management personnel 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. This guidance is located on the IEMA/IPEM link and can be accessed thru a link on the IESMA website.
- To establish professional standards that provide a level of competency 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 thru their efforts and dedication to being knowledgeable and well trained.

## **Program Eligibility**

Any citizen of the State of Illinois is eligible to apply for IPEM accreditation.

## **Application Requirements**

**EDUCATION:** A copy of the applicant's highest educational degree received is required. This could include a BS/BA, associates degree, high school or GED diploma. (If the diploma is unavailable, the applicant should submit whatever documentation they have available to show that they completed one of these levels.

**TRAINING:** The following training courses must be successfully completed:

- Illinois Professional Development Series Certificate
- EOC Management and Operations
- EOP Development and Review
- Disaster Assistance Process
- Debris Management
- IS 393.a Introduction to Mitigation
- Hazardous Materials Awareness
- IS 700.a Introduction to NIMS
- IS 701.a NIMS Multiagency Coordination Systems(MACS)
- IS 702.a NIMS Public Information Systems
- IS 703.a NIMS Resource Management
- IS 800.b National Response Framework, An Introduction
- ICS 400\*
- Additional 12 hours of IEMA/FEMA/IESMA, or other related agency, sponsored training.\*\*

\* Either Command and General Staff or All Hazard Incident Management Training courses can be substituted for ICS 400.

\*\* Only 8 hours (a minimum of 2 hours per course) can come from non IPEM required FEMA Independent Study courses. College level courses can also be used.

\*\*\* Successfully completed college level courses, disaster/emergency management, homeland security or management-related courses, can be used to meet the twelve required hours.

Please see the following scale:

# of Semester Hours 1 and above	# of Additional Training Hours 12
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To validate these courses, the applicant is required to submit the following:

- Official college transcript identifying courses/# of semester hours
- Official course description and agenda

Although only classroom courses will be accepted, applicants can request web-based courses be accepted by providing a detailed explanation of the required time commitment.

**EXERCISE:** The approved list of exercise-related positions includes: Exercise Director/Co-Director, Lead Evaluator, Lead Controller and Injects Writing/MSEL Team. Based on the applicant's assigned position, the following documentation is to be submitted:

- **Exercise Narrative:** A double-spaced, single-sided Word document that addresses all of the required narrative information listed. This detailed narrative will allow the applicant to provide an indepth picture of their

involvement, with special attention directed to what the applicant felt they did well and what challenges they faced. These “lessons learned”, along with “why” they felt that way, provide the applicant with a baseline of their strengths and what areas they look to improve on during future exercises. The length of the narrative will depend on how long it takes the applicant to address all of the required information for the position they were assigned, with special attention to the “lessons learned”. If the required information is not provided, the narrative will be returned to the applicant for revision and re-submittal.

- 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 central or regional office verifying that the applicant accomplished the tasks related to the position the applicant has identified they were assigned and the information included in the narrative.

**REFERENCE LETTER:** Submit a letter validating the documented role, number of years in the role and a copy of current job description. Acceptable sources of the letter include: current supervisor or past supervisor (within the required number of years), Emergency Management Officials (Municipal, County, State or Federal), and Chief Elected Official in your jurisdiction. The following scale represents the minimum number of years depending on the applicant’s role:

**EXPERIENCE (by date of application):**

- 3 years Emergency Management Role at the Municipal, County, State, or Federal level (full, part-time, or volunteer)  
At least 1 year must be Illinois based
- 2 years Emergency Management Role, with a Bachelor’s Degree in Emergency Management or Homeland

Security, at the Municipal, County, State, or Federal level  
(full, part-time or volunteer)  
At least 1 year must be Illinois based

- 5 years Public Safety Role  
Law Enforcement, Fire, EMS, Public Health, Military,  
National Weather Service, Human Services, Non-  
Governmental Organizations\*  
At least 1 year must be Illinois based
- 5 years Private Sector  
Risk Management, Safety, Emergency Management  
Preparedness Specialist, Security/Emergency Response  
Specialist, Security Coordinator, Access Control  
Coordinator\*  
At least 1 year must be Illinois based

\*Applicant may petition IPEM Review Committee for  
roles not listed above

**PROFESSIONAL CONTRIBUTIONS:** New Applicants are required to complete  
only 5 of the nineteen current professional contributions. The current list is attached  
at the end of this document.

## **IPEM Accreditation Application Process**

An IPEM applicant must be received by IEMA with a post mark no later than July 15<sup>th</sup> for consideration of accreditation for that particular year. The IPEM application must include the following:

- A letter to the Director of IEMA requesting IPEM accreditation.
- A copy of the completed application form.
- A copy of the applicant's highest educational degree/diploma.
- A copy of all appropriate training course completion certificates that are not currently listed on the applicant's IEMA training transcript. It is the responsibility of the applicant to maintain a record of course completion certificates or other appropriate supporting documentation. The applicant is asked to review their IEMA training transcript to assist in ensuring that all required training has been completed.
- A copy of the required exercise narrative, exercise-related documents and verification letter.
- A copy of the reference letter verifying the applicant's documented role and, number of years in the role along with and a copy of current job description
- A copy of the documentation required for only 5 Professional Contributions.

The application packet should be mailed to:

IEMA Director  
2200 South Dirksen Parkway  
Springfield, Illinois 62703-4528  
Attn: IPEM Application

**IPEM Application Review Committee**



The IPEM Application Review Committee (Committee) meets to conduct a review of all submitted IPEM applications and renewal applications. The Committee shall consist of the following members:

- IEMA Director or designee
- IESMA President or designee
- IEMA State Training Officer
- IESMA Professional Standards
- IESMA President designee

Additional members of the Committee may be appointed upon the concurrence of the IEMA Director and IESMA President. Individual members of the Committee shall not be present while their own application is being reviewed.

## **IPEM Application Review Committee Meeting Schedule/Quorum Requirements**

The Committee will meet on a quarterly basis, based on the availability of applications received. Meeting dates to be established by the IEMA State Training Officer. A quorum of at least 3 members would be needed to conduct the review. Member participation via conference call or electronic format is acceptable.

## **IPEM Application Review Process**

The Committee will review all new applications to verify that all current requirements have been met. After the application has been approved, the applicant will receive notification acknowledging successful completion of their application and advising the applicant of the award ceremony for the official presentation of the IPEM certificate.

If the application is not approved, the IEMA State Training Officer will notify the applicant in writing indicating the needed revisions. The applicant will have twelve months from the notification date to correct and submit the needed revisions. If the needed revisions are not submitted within the twelve month period, a letter will be sent notifying the applicant that their current application has been denied. The applicant is encouraged to submit a new application at a later date.

## **Presenting the IPEM Certificate**

IEMA will present an IPEM certificate to each successful applicant at the annual IEMA Training Summit. A letter recognizing the IPEM recipient's accomplishments, signed by the IEMA Director and IESMA President, will be sent to the IPEM's supervisor to congratulate the successful applicant on their accomplishment. During the reception, the successful applicant will have the opportunity to provide the name and address of their supervisor that the above letter should be sent to. They will also have the opportunity to provide the name and address of the local newspaper to allow a press release to be sent to acknowledging their accomplishment.

The accreditation will be valid for a 3 year period. The 3 year period begins on the opening date of the IEMA Training Summit in which they received their certificate.

## **IPEM Renewal Application Requirements**

During each 3 year period of renewal, the applicant must:

**TRAINING:** Successfully complete seventy-two hours of IEMA/FEMA/IESMA sponsored training and/or conferences. This could include successfully completed Independent Study courses from FEMA. Up to 6 courses, at 2 hours each, may be submitted for credit. Petitions can be submitted to accept up to thirty-six hours of successfully completed training from other related agencies or conducting training for these other related agencies. These other related agencies could include, but are not limited to, the American Red Cross, National Weather Service, Salvation Army, US Military and the US Army Corps of

Engineers. Credit hours from accredited college institutions will also be accepted. The applicant must submit the training objectives and agenda for the other related agencies training. The curriculum objectives and agenda must place heavy emphasis on issues relevant to emergency management and will be evaluated as such.

The IPEM Renewal Application Form includes the current list of training requirements that have been revised since 2014 and must be successfully completed.

If a previously completed training requirement has been revised, a copy of the completion certificate for the revised course must be included with the IPEM Renewal application in the event that this course is not listed on the IEMA training transcript. These courses can be counted toward the seventy-two required training hours. All revised training requirements will be listed on the “Application Renewal” link every September following the IEMA Training Summit.

**EXERCISE\*\*** The approved list of exercise-related positions includes: Exercise Director/Co-Director, Lead Evaluator, Lead Controller and Injects Writing/MSEL Team Leader. Based on the applicant’s assigned position, the following documentation is to be submitted:

- Exercise Narrative: A double-spaced, single-sided Word document that addresses all of the required narrative information listed. This detailed narrative will allow the applicant to provide an in depth picture of their involvement, with special attention directed to what the applicant felt they did well and what challenges they faced. These “lessons learned”, along with “why” they felt that way, provide the applicant with a baseline of their strengths and what areas they look to improve on during future exercises. The length of the narrative will depend on how long it takes the applicant to address all of the required information for the position they were assigned, with special attention to the “lessons learned”. If the required information is

not provided, the narrative will be returned to the applicant for revision and re-submittal.

- **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 central or regional office verifying that the applicant accomplished the tasks related to the position the applicant has identified they were assigned and the information included in the narrative.

**\*\*Renewal applicants are allowed to substitute a real world/pre-planned event for the exercise requirement. This real-world/pre-planned event must have been of a magnitude that it required the involvement of multiple agencies or multiple jurisdictions and required the applicant to serve in either a Command/General Staff or EOC management position. The applicant would be required to submit the following:**

- **Real World/Pre-Planned Event Narrative:** A double-spaced, single-sided Word document that addresses all of the required narrative information listed. This detailed narrative will allow the applicant to provide an in depth picture of their involvement, with special attention directed to what the applicant felt they did well and what challenges they faced. These "lessons learned", along with "why" they felt that way, provide the applicant with a baseline of their strengths and what areas they look to improve on during future real world/pre-planned events. The length of the narrative will depend on how long it takes the applicant to address all of the required information for the position they were assigned, with special attention to the "lessons learned". If the required information is not provided, the narrative will be returned to the applicant for revision and re-submittal.
- **Exercise Documents:** Copies of the documents specific to the applicant's assigned position.

- Verification Letter: A letter from the jurisdiction that was impacted by the event, EOC Manager/Assistant Manager(EOC Management Position), Incident/Unified Commander/Safety Officer(Command/General Staff Position) or IEMA regional/central office staff verifying that the event took place and that the renewal applicant served in the position described.

**REFERENCE LETTER:** Submit a letter validating the documented role, number of years in the role and a copy of current job description. Acceptable sources of the letter include: current supervisor or past supervisor (within the required number of years), Emergency Management Officials (Municipal, County, State or Federal), Chief Elected Official in your jurisdiction. The following scale represents the minimum number of years depending on the applicant’s role:\*

**EXPERIENCE (by date of application):**

- 3 years Emergency Management Role at the Municipal, County, State, or Federal level (full, part-time, or volunteer)  
At least 1 year must be Illinois based
- 2 years Emergency Management Role, with a Bachelor’s Degree in Emergency Management or Homeland Security, at the Municipal, County, State, or Federal level (full, part-time or volunteer)  
At least 1 year must be Illinois based
- 5 years Public Safety Role  
Law Enforcement, Fire, EMS, Public Health, Military, National Weather Service, Human Services, Non-Governmental Organizations\*  
At least 1 year must be Illinois based

- 5 years Private Sector  
Risk Management, Safety, Emergency Management  
Preparedness Specialist, Security/Emergency Response  
Specialist, Security Coordinator, Access Control  
Coordinator\*  
At least 1 year must be Illinois based

\*Applicant may petition IPEM Review Committee for roles not listed above. The experience documentation will be removed beginning in 2019. By that time, all of the renewal applications will have documented their years of experience. This requirement will remain for all new applications.

**PROFESSIONAL CONTRIBUTIONS:** Renewal applicants are required to complete only 3 of the nineteen current professional contributions. The current list is attached at the end of this document.

## **IPEM Renewal Application Process**

The IPEM accreditation is required to be renewed every 3 years. The IPEM renewal application must be received by IEMA with a post mark no later than July 15<sup>th</sup> of the year the accreditation expires for consideration of renewal. The IPEM accreditation renewal application must include the following:

- A letter to the Director of IEMA requesting IPEM accreditation renewal.
- A copy of the completed renewal application form.
- A copy of all appropriate training course completion certificates that are not currently listed on the applicant's IEMA training transcript. It is the

responsibility of the applicant to maintain a record of course completion certificates or other appropriate supporting documentation. The applicant is asked to review their IEMA training transcript to assist in ensuring that all required training has been completed.

- A copy of the required exercise or real world/pre-planned event narrative, exercise documents and verification letter.
- A copy of the reference letter verifying the applicant's documented role and, number of years in the role along with and a copy of current job description
- A copy of the documentation required for only 3 Professional Contributions.

The renewal application packet should be mailed to:

IEMA-OHS Director  
2200 South Dirksen Parkway  
Springfield, Illinois 62703-4528  
Attn: IPEM Renewal Application

## **IPEM Renewal Application** **Approval Review Process**

The IPEM Review Committee will review all renewal applicants to verify that all current requirements have been met. After the application has been approved, the applicant will receive notification acknowledging successful completion of their

application and advising the applicant of the award ceremony for the official presentation of the IPEM renewal seal.

If the application is not approved, the IEMA State Training Officer will notify the applicant in writing indicating the needed revisions. The applicant will have twelve months from the notification date to correct and submit the needed revisions. If the needed revisions are not submitted within the twelve month period, a letter will be sent notifying the applicant that their current application has been denied. The applicant is encouraged to submit a new application at a later date.

## **Presenting the IPEM Renewal Seal**

Applicants who have successfully met the requirements to renew their IPEM will receive an IPEM renewal seal at the IEMA Training Summit, to be affixed to their original certificate. A letter recognizing the IPEM recipient's accomplishments, signed by the IEMA Director and IESMA President, will be sent to the IPEM's supervisor to congratulate the successful applicant on their accomplishment. During the reception, the successful applicant will have the opportunity to provide the name and address of their supervisor that the above letter should be sent to. They will also have the opportunity to provide the name and address of the local newspaper to allow a press release to be sent to acknowledging their accomplishment.

The renewal accreditation will be valid for a 3 year period. The 3 year period begins on the opening date of the IEMA Training Summit in which they received their certificate.

## **Requesting a 1 year Extension for submitting the IPEM Renewal Application**

A 1 year extension is available to all IPEM renewal applicants. This request must include detailed reasons why an extension is being requested. The request must be submitted in writing to the IEMA Training Office, no later than July 15<sup>th</sup> of the year



that their application is to be renewed. The reason for the request will be reviewed by the Committee and the applicant will be notified of their decision. This request can be e-mailed to [Lisa.Shelbourne@illinois.gov](mailto:Lisa.Shelbourne@illinois.gov) or mailed to:

IEM-OHS State Training Officer  
2200 South Dirksen Pkwy  
Springfield, Illinois 62703-4528  
Attn: IPEM Extension Request

### **3 Year IPEM Program Review Committee**

The IPEM Program Review Committee (Review Committee) will meet every 3 years to determine if any revisions are needed to the program.

### **IPEM Program Review Committee Meeting Schedule/Quorum Requirements**

The Review Committee will meet in the spring of every 3rd year, beginning in 2019. The Review Committee Chair would determine and inform the members of the specific date. The Review Committee Chair can schedule an additional meeting(s) if needed.

A quorum of at least 7 members would be needed to conduct the review. Member participation via conference call or electronic format is acceptable.

### **IPEM Program Review Committee Members**

The make-up of the eleven members will be as follows:

- **IESMA**  
Current President  
Current Vice President  
3 IESMA President designee's
- **IEMA**  
Manager of Field Operations  
State Exercise Officer  
3 Regional Coordinators determined by the Manager of Field Operations
- **Review Committee Chair**  
IEMA State Training Officer

## **IPEM Program Review Committee Meeting** **Agenda**

- Review the current IPEM program
- Discuss proposed IPEM Program changes
- Vote on any IPEM Program changes
- Discuss other current IPEM issues

### **Approval/Posting of Proposed Changes**

The Review Committee Chair sends proposed revisions to the IEMA Director and the IESMA President for approval. After approval, the revised IPEM Program document will be posted to the IEMA/IESMA websites.

Approved and adopted this 1st day of April in the year 2016.

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Alicia Tate-Nadeau, Director  
Illinois Emergency Management  
And Office of Homeland Security

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John Dwyer, President  
Illinois Emergency Services  
Management Association

# Attachment #1

## IPEM Application Process-Professional Contributions

Checklist must be completed and included in the certification application.

Supporting documentation for each professional contribution to emergency management must show proof of your claim for consideration.

Contribution Number	Contribution Name	Contribution Description
1	<b>Professional Membership</b>	Active membership for at least 4 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).
2	<b>Professional Development</b>	Participated in an emergency management-related workshop or conference for a cumulative total of at least ten contact hours within the past 4 years. To satisfy this requirement, you must document attendance with a copy of the certificate of attendance.
3	<b>Officer/ Leadership Role</b>	Serve for at least 1 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 within the last 4 years.
4	<b>Instructing</b>	Complete a formal instructing commitment relating to an emergency management related course that equals or exceeds 3 hours of actual platform instruction where a certificate or credits are issued.
5	<b>Publication</b>	Written and have published (print/on the internet) an emergency management article, brochure, or instructional packet that was intended to reach a substantial audience within the last 4 years.
6	<b>Award/ Special Recognition</b>	Received an award achieved through a nomination process in the field of emergency management or special recognition in conjunction with an emergency management-related activity.
7	<b>Mitigation Project</b>	Provided contributions toward, or supported projects that reduce your community's vulnerabilities to hazards within the past 4 years.
8	<b>Special Assignment</b>	Involved in a special assignment for a committee task force or working group addressing emergency management-related issues within the past 4 years. The resulting product or decisions must make a significant contribution to or impact on the emergency management community.
9	<b>Speaking Engagements</b>	Developed and participated in 2 presentations or panels of a minimum of twenty minutes (including radio, television, educational, video, etc.) each within the past 4 years related to emergency management. This could also include presentations at local, state and nation-wide events and conferences. Applicant must be an actual presenter and not just the author.

<b>10</b>	<b>Audiovisual/ Interactive Product</b>	Personally developed content for a distributed emergency management video, computer software application, or other audiovisual tool in the field of emergency management. Contributions must clearly demonstrate a commitment to the emergency management profession. PowerPoint type presentations are not applicable.
<b>11</b>	<b>Training</b>	Completed advanced level training course that enhanced your emergency management capabilities within the past 4 years.
<b>12</b>	<b>Disaster Experience</b>	Assigned a position during an actual event 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 timeframe.
<b>13</b>	<b>Development of Pre-Event Related Plan/Annex</b>	Developed, or assisted in the development, of a plan/annex prior to the next actual event within the past 4 years.
<b>14</b>	<b>Development of a Real World/Pre- Planned Event Related Plan/Annex</b>	Developed, or assisted in the development of, a plan/annex, related to a real world/pre-planned event, within the past 4 years.
<b>15</b>	<b>Mentoring (Internal)</b>	Provided mentoring to, or worked directly with, someone inside your jurisdiction/organization which created an environment that their understanding of emergency management principles and their ability to work more efficiently with you improved and they have the opportunity to continue this process over time within the past 4 years. This should be outside your scope of normal job responsibilities.
<b>16</b>	<b>Mentoring (External)</b>	Provided mentoring to, or worked directly with, someone outside your jurisdiction/organization which created an environment that their understanding of emergency management principles and their ability to work more efficiently with you improves and they have the opportunity to continue this process over time within the past 4 years. This should be outside your scope of normal job responsibilities.
<b>17</b>	<b>Shadowing</b>	Completed shadowing, or following, an individual for a period of time to observe how they accomplish specific emergency management-related tasks that you feel you would like more information on or to improve your capability to accomplish those tasks.
<b>18</b>	<b>Higher Education Degree</b>	Completed either an Associate, Bachelor, Masters, or Doctorate degree 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 include a minimum of 18 credit hours in course work directly related to emergency management, homeland security, disaster preparedness, or disaster management.
<b>19</b>	<b>Other</b>	Other contributions may be recognized by request that you feel do not fall within those previously listed. Contributions must clearly demonstrate a commitment to the emergency management profession.

## 1. **PROFESSIONAL MEMBERSHIP**

Active membership for at least 4 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). Will not accept own agency, employer or agency which you volunteer for.

Submit a copy of the current membership card or membership directory for each year of membership. Documentation from the organization identifying your 4 year membership may be used as well. One single membership organization for the required years or any combination of organizations over a 4 year period will be acceptable. While multiple organizations may be used, documentation of different years must be provided.

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*Please attach a double-spaced word document that addresses each of the following items. Include the associated contribution at the top of the document.*

\*Describe how the association or organization, if other than IESMA or IAEM, relates to emergency management

## 2. PROFESSIONAL DEVELOPMENT

Participate in an emergency management related workshop or conference for a cumulative total of at least ten contact hours within the past 4 years. To satisfy this requirement, you must document attendance with a copy of the certificate of attendance. If a certificate was not available, written document from the sponsoring organization on their letterhead would be acceptable. Unless noted on the certificate of attendance, you will receive seven contact hours per workshop/conference day.

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*Please attach a double-spaced word document, with "Professional Development" listed at the top of the document, which addresses the following item:*

\*Identify lessons you learned by attending

*If a copy of the certificate of attendance is not provided, please include addressing the following items as well:*

\*Name of workshop or conference

\*Sponsoring organization

\*Date

\*Location

\*Identify lessons you learned by attending

### **3. OFFICER/LEADERSHIP ROLE**

Serve for at least 1 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 within the past 4 years. Will not accept entries for roles within own agency/organization.

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*Please attach a double-spaced word document, with "Officer/Leadership Role" listed at the top of the document, which addresses each of the following items:*

\*Name of organization

\*Officer/leadership role

\*Length of service (timeframe)

\*Description of role

\*Description of your contribution

\*Name and phone number of person to verify your identified role



#### 4. INSTRUCTING

Completed a formal instructing commitment relating to an emergency management related course, which equals or exceeds 3 hours of actual platform instruction where a certificate or credits are issued. Must be certified or qualified to instruct course instructed.

Presentation where a certificate or credits are not issued could be used for #9, "Speaking Engagements".

Addressing technical skills subjects, such as HAZMAT response and fire suppression, would not be applicable.

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*Please attach a double-spaced word document, with "Instructing" listed at the top of the document, which addresses each of the following items:*

\*Date

\*Location

\*Sponsoring organization

\*Length of presentation

\*Description of content

\*Name and phone number of individual who can verify your teaching or instruction commitment

## 5. PUBLICATION

Written and have published (in print or on the internet) an emergency management-related article, brochure, or instructional packet that was intended to reach a substantial audience (ie: newsletter, computer blog, agency website, newspaper article for upcoming exercise/event or current actual event, among others) within the past 4 years.

You must have served as author, co-author, or contributor.

Please include a copy of the publication.

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*If a copy of the publication is not available, please attach a double-spaced word document, with "Publication" listed at the top of the document, which addresses each of the following items:*

\*Title

\*Publication source

\*Publication date

\*Intended audience

\*Name and phone number of individual who can verify the publication and your identified involvement

## 6. AWARD/SPECIAL RECOGNITION

Applicant has received an award or special recognition achieved through a nomination process in the field of emergency management, or special recognition in conjunction with an emergency management-related activity.

To satisfy this requirement, applicant may submit any award or special recognition received within the emergency management community or in conjunction with emergency preparedness activity. The award or special recognition must be personalized (i.e. addressed or inscribed) and refer directly to the applicant. Recognition from a source external to your own organization is more within keeping with the intent of professional contribution.

An award from the City/County Administrator or Board, state or federal agencies for emergency management-related activities to the individual is an example of the type of recognition envisioned.

Award for longevity (twenty-five years of service) or routine performance awards are not adequate for inclusion under this category. Routine mass mailed thank you letters or certificate of participation do not qualify. The Professional Development Series (PDS) Advanced Professional Series (APS), Illinois Professional Emergency Manager (IPEM) or Certified Emergency Manager (CEM) certificate does not qualify.

Please include a copy of the Award/Special Recognition.

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*If unable to attach a copy of the award or special recognition, please attach a double-spaced word document, with "Award/Special Recognition" listed at the top of the document, which addresses each of the following items:*

\*Date of award/special recognition

\*Title of award/special recognition

\*Sponsoring Organization

\*Describe the award/special recognition and your role/contribution that led to your selection as the recipient (be specific)

\*Name and phone number of individual who can verify your award/special recognition

## 7. MITIGATION PROJECT

Provided contributions toward, or supported, projects that reduce your community's vulnerabilities to hazards within the past 4 years. This could include being an active member of the community's local mitigation strategy team and developing a mitigation plan, among others.

Include a copy of the Mitigation Planning Committee Section listing the planning team members.

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*Please attach a double-spaced word document, with "Mitigation Project" listed at the top of the document, which addresses each of the following items:*

- \*Time frame/length of involvement
- \*Description of mitigation project
- \*Description of your role in the project
- \*Description of the results of the project
- \*Identify groups involved in the project
- \*Name and phone number of individual who can verify your involvement

## **8. SPECIAL ASSIGNMENT**

Involved in a special assignment for a committee, task force, or working group addressing disaster/emergency management issue within the past 4 years. The resulting product or decisions must make a contribution to or impact on the emergency management community.

There needs to be documentation that this assignment is an individual accomplishment rather than a position requirement. A special assignment is something that is a non-routine addition to your core job requirements.

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*Please attach a double-spaced word document, with "Special Assignment" listed at the top of the document, which addresses each of the following items:*

\*Time frame/length of service

\*Committee/task force title

\*Sponsoring organization (be specific)

\*Description of assignment

\*Description of your contributions to completing the assignment

\*Name and phone number who can verify your service on the special assignment

## 9. SPEAKING ENGAGEMENTS

Developed and participated in 2 separate presentations of a minimum of twenty minutes (including radio, television, educational, video, webinar, etc.) each within the last 4 years related to emergency management. This could also include presentations at local, state and nation-wide events and conferences. Applicant must be an actual presenter and not just the author of the presentation.

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*Please attach a double-spaced word document, with "Speaking Engagements" listed at the top of the document, which addresses each of the following items:*

### ENGAGEMENT #1

\*Date

\*Location

\*Sponsoring organization

\*Length of engagement

\*Description of engagement

\*Verification (choose 1)

Attach a copy of the thank you letter from sponsor/host organization

OR

Name and phone number of person who can verify your engagement

### ENGAGEMENT #2

\*Date

\*Location

\*Sponsoring organization

\*Length of engagement

\*Description of engagement

\*Verification (choose 1)

Attach a copy of the thank you letter from sponsor/host organization

OR

Name and phone number of person who can verify your engagement

## 10. AUDIOVISUAL/INTERACTIVE PRODUCT

Personally develop content for distributed emergency management video, computer software application, or other audiovisual tool in the field of emergency management. Contributions must clearly demonstrate a commitment to the emergency management profession. PowerPoint type presentations are not applicable.

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\*URL, if a web site:

*If a URL cannot be supplied, please attach a double-spaced word document, with "Audiovisual/Interactive Product" listed at the top of the document, which addresses each of the following items:*

\*Product

\*Date of production

\*Sponsoring organization(s) (be specific)

\*Description of product and its contribution to the field of emergency management

\*Description of your contribution in the development of the product

\*Name and phone number of individual who can verify your involvement in the development of the Audio-Visual /Interactive product

## 11. TRAINING

Completed advanced level training course that enhanced your emergency management capabilities within the past 4 years. This could include courses offered thru the National Domestic Preparedness Consortium, Emergency Management Institute, Rural Domestic Preparedness Consortium and ICS position specific courses among others. The courses must be at least sixteen hours in length.

Attach a copy of the certificate of completion.

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*Please attach a double-spaced word document, with "Training" listed at the top of the document, which addresses the following item:*

\*Describe the significant impact that this course had on your capabilities



## 12. DISASTER EXPERIENCE

Assigned a position during an actual event that lasted at least forty-eight hours. The applicant did not have to be involved for the entire forty-eight hours but the assignment did need to fall within that timeframe. You cannot use the same actual event experience (Renewal application only) that was used to meet the Exercise Requirement.

Attach a copy of the declaration or proclamation, if available.

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*Please attach a double-spaced word document, with "Disaster Experience" listed at the top of the document, which addresses each of the following items:*

\*Type of event

\*Date

\*Duration

\*Location of assignment

\*Describe your involvement

\*Describe lessons learned by your involvement

\*Name and phone number of person who can verify your identified assignment

### **13. DEVELOPMENT OF A PRE-EVENT RELATED PLAN/ANNEX**

Developed, or assisted in the development of, a plan/annex prior to the next real-world event within the past 4 years. These plans/annexes could include a local emergency operations plan/annex, continuity of operations, mitigation, hospital/school response, evacuation, hazmat, flood and transportation, among others. Applicant must be sole author.

Attach a copy of the plan/annex table of contents and approval page.

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*Please attach a double-spaced word document, with "Development of a Pre-event Related Plan/Annex" listed at the top of the document, which addresses each of the following items:*

\*Other entities involved

\*Describe your role in developing the plan/annex

\*Name and phone number of individual that can verify your identified role

*If a copy of the plan/annex cannot be attached, please address the following item:*

\*Specific plan

\*Status of plan

**14. DEVELOPMENT OF A REAL WORLD/PRE-PLANNED EVENT PLAN/ANNEX**

Developed, or assisted in the development of, a plan/annex, related to an real-world/pre-planned event, within the past 4 years. 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. You may not use the same event for #12 and #14. Applicant must be sole author.

Please attach a copy of the plan.

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*Please attach a double-spaced word document, with "Development of a Real World/Pre-Planned Event Plan/Annex" listed at the top of the document, which addresses each of the following items:*

- \*Identify the other entities involved in the event
- \*Describe your role in developing this plan
- \*Name and phone number of individual that can verify your identified role

*If a copy of the plan cannot be attached, please include addressing the following items as well:*

- \*Identify the specific plan
- \*Name of the event
- \*Date
- \*Duration

## 15. MENTORING (INTERNAL)

Provided mentoring to, or worked directly with, someone inside your jurisdiction/organization which created an environment that their understanding of emergency management principles and their ability to work more efficiently with you improved and they have the opportunity to continue this process over time within the past 4 years. This should be outside your scope of normal job responsibilities. This could include a newly elected/appointed officer, a new volunteer, staff that is critical to your organization but doesn't see why they are critical, those that can help promote your program, those that were identified as a concern in past exercises, the person who will take your place when you step down, among others.

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*Please attach a double-spaced word document, with "Mentoring (Internal)" listed at the top of the document, which addresses each of the following items:*

- \*Mentored position (no name required)
- \*Reason for mentoring
- \*Describe the current mentoring process
- \*Describe any lessons you learned by mentoring

## 16. MENTORING (EXTERNAL)

Provided mentoring to, or worked directly with, someone outside your jurisdiction/organization which created an environment that their understanding of emergency management principles and their ability to work more efficiently with you improves and they have the opportunity to continue this process over time within the past 4 years. This should be outside your scope of normal job responsibilities. This could include newly appointed staff in a neighboring jurisdiction, staff outside your jurisdiction/organization that are critical to your success but don't see why they are critical, staff with regional responsibilities that include your jurisdiction/organization, among others.

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*Please attach a double-spaced word document, with "Mentoring (External)" listed at the top of the document, which addresses each of the following items:*

- \*Mentored position (no name required)
- \*Reason for mentoring
- \*Describe the current mentoring process
- \*Describe any lessons you learned by mentoring

## 17. SHADOWING

Completed shadowing, or following, an individual for a period of time to observe how they accomplish specific emergency management-related tasks that you feel you would like more information on or to improve your capability to accomplish those tasks. This could include developing, conducting and evaluating an exercise, revising an emergency operations plan, managing the emergency operations center during an actual activation, developing an after action report/improvement plan, conducting threat/hazard vulnerability assessment and completing grant application forms, among others.

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*Please attach a double-spaced word document, with "Shadowing" listed at the top of the document, which addresses each of the following items:*

- \*Position shadowed
- \*Reason for shadowing
- \*Describe the current shadowing process
- \*Describe any lessons you learned by shadowing

## 18. HIGHER EDUCATION DEGREE

Completed either an Associate, Bachelor, Masters, 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 include a minimum of eighteen credit hours in course work directly related to emergency management, homeland security, disaster preparedness, or disaster management. This option can only be used once.

Please attach a copy of the degree/diploma.

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*Please attach a double-spaced word document, with "Higher Education Degree" listed at the top of the document, which addresses the following item:*

\*Describe the significant impact that this degree has had on your capabilities

## 19. OTHER

Other contributions may be recognized by request that you feel do not fall within those previously listed. Contributions must clearly demonstrate a commitment to the field of emergency management.

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*Please attach a double-spaced word document, with "Other" listed at the top of the document, which addresses each of the following items:*

\*Identify the contribution

\*Date

\*Location

\*Describe your role or involvement

\*Describe how this contribution demonstrates a commitment to the field of emergency management