

## ABOUT IAEM

The International Association of Emergency Managers (IAEM) is a non-profit, educational organization. Membership includes local, state and federal emergency managers, homeland security officials, educational, military, private, non-governmental and volunteer practitioners. Membership is open to anyone practicing or interested in the field.

IAEM individuals dues per year are:

|                                             |       |
|---------------------------------------------|-------|
| U.S. members .....                          | \$170 |
| Canada members .....                        | \$100 |
| Oceania members .....                       | \$83  |
| Asia members .....                          | \$80  |
| Europa members .....                        | \$80  |
| Members from other countries/councils ..... | \$50  |
| Affiliate (supplier) dues per year .....    | \$795 |
| Student members .....                       | \$30  |

The membership year is October–September. All dues are quoted in U.S. dollars.

## CERTIFICATION FEES

Fees are based on costs to process candidate material. IAEM is a non-profit organization. Note that members are charged lower application fees because the IAEM treasury subsidizes certification activities.

ALL FEES ARE NON-REFUNDABLE. All fees are quoted in U.S. dollars

### REGISTRATION — NO CHARGE

Candidates enroll online to receive the complete application forms and booklet, and to be added to IAEM's database to receive periodic certification program updates.

### APPLICATION

Submission processing and examination fee.

|                    |       |
|--------------------|-------|
| IAEM members ..... | \$325 |
| Non-Members .....  | \$450 |

### MAINTENANCE — \$200

Re-certification fees are due along with updated documentation every five years.

## COMPREHENSIVE EMERGENCY MANAGEMENT

The CEM® and AEMSM program is for professionals with comprehensive emergency management responsibility. These practitioners integrate all actors in all phases of emergency activity for all types of disasters. The “comprehensive” aspect of Comprehensive Emergency Management includes all four phases of disaster activity: mitigation, preparedness, response and recovery for all risks—attack, man-made, and natural—in a federal-state-local operating partnership.

### DISCLAIMER

IAEM's Certified Emergency Manager (CEM®) and Associate Emergency Manager (AEMSM) certifications are not in any manner intended to serve as a warranty, representation, guarantee, or promise with respect to the quality of performance of or procedures utilized by certified emergency managers in their work. The certification program is intended only to establish education, training and experience criteria relevant to emergency management, and to certify that the IAEM certified individual has met the established criteria. IAEM specifically disclaims any and all liability for any third party claims, actions, causes of action, judgments, liabilities, monetary losses, or injuries or damages to persons or property arising out of or resulting from the services performed by or any errors or omissions on the part of any IAEM Certified Emergency Manager (CEM®) or Associate Emergency Manager (AEMSM).



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CERTIFICATION FOR EMERGENCY MANAGERS  
Certified Emergency Manager  
Associate Emergency Manager

# The Ultimate Credentials in Emergency Management

Internationally recognized  
Increased credibility  
Professional identity  
Career recognition  
Enhanced career planning  
Benchmarking



## OBJECTIVES / PHILOSOPHY

The International Association of Emergency Managers (IAEM) created the certification program for emergency managers to raise and maintain professional standards; it is a program to certify achievements within the profession. Any emergency management professional who meets requirements is welcome to participate.

## CERTIFICATION COMMISSION STRUCTURE

The program is served by a Certification Commission made up of emergency management professionals including representatives from allied fields, educators, military and private industry personnel.

Development of the program was supported by the U.S. Federal Emergency Management Agency (FEMA), the National Emergency Management Association (NEMA) and a host of allied organizations.

## PROGRAM PROCESS

To register for certification consideration, candidates must enroll online at [www.iaem.com](http://www.iaem.com) to receive an electronic copy of the application booklet at no charge. This includes detailed instructions, all necessary forms and other helpful information to aid in successful certification completion.

Completed application packages along with the appropriate fee are accepted at any time during the year; the Certification Commission meets 2–3 times annually to evaluate submissions. Specific meeting dates are posted online.

Candidates must also take a 100 question examination in order to receive the CEM® designation, and can do so at any time by arranging a proctor with their local high school, college, or at an IAEM event. A separate brochure describes format, test content sources and how to arrange a proctor. IAEM also offers a Prep Course at an additional fee for those wanting an intensive review of all content prior to taking the test. For more information on the Prep Course please go to <http://www.iaem.com/certification/CEMPrepCourse.htm>

## LEVELS OF CERTIFICATION

There are two types of certification offered: the Certified Emergency Manager (CEM®), and the Associate Emergency Manager (AEM<sup>SM</sup>).

## CERTIFICATION MAINTENANCE

CEM®s and AEM<sup>SM</sup>s maintain certification every five years by documenting 100 hours of continuing educational/training (at least 75 in emergency management) and 6 professional contributions.

## CEM® Requirements

### AEM<sup>SM</sup> Requirements

#### Training

Submissions must be within the last 10 years. 200 contact hours are required, 100 each in emergency management and general management. Emergency management training is considered specific to the profession, and general management includes content that can be applied beyond emergency management. Note: no more than 25% of hours can be in any single topic.

#### Management Essay

Candidates must demonstrate knowledge, skills and abilities through this written submission, as specified in the instructions included in the application booklet.

#### Three Letters of Reference

Including from candidate's current supervisor:

#### Multiple-choice Examination

Candidates must pass by 75% a 100-question examination in order to receive the CEM®/AEM<sup>SM</sup> designation, and can do so at any time by arranging a proctor with their local high school or college or at an IAEM event. A separate brochure describes format and test content sources. Note: the examination includes a portion of questions that are considered to be universal, core content for emergency management regardless of location. Additional content is tested depending on country in which candidate is based.

#### Emergency Management Experience

Three years by date of application. Comprehensive experience must include participation in a full-scale exercise or actual disaster, and must encompass all phases of emergency management (mitigation, preparedness/ prevention, response and recovery). Note: a baccalaureate degree in emergency management reduces the experience requirement (depending on how current is the degree) and waives EM Training if it is earned very recently.

#### Education

**U.S. applicants—**  
Any 4-year baccalaureate degree is required.

**Non-U.S. applicants—**  
Any baccalaureate degree or equivalent thereof, or additional experience may be substituted at two years of full time Emergency Management employment per year of college/university. (Effective until January 1, 2014)

#### Contributions to the Profession

Submissions must be within the last 10 years (Note: \* indicates activity must be performed beyond the scope of candidate's job requirements). Six separate contributions are required in areas such as professional membership, conference attendance, service role\*, leadership role\*, special assignment, speaking, teaching, course development, publication, audio-visual and interactive products, awards or special recognition, state or province certification, or legislative contact. See the application booklet for more details on each area.