



# Massachusetts Certified Emergency Manager (MA-CEM)

## Massachusetts Association of Emergency Management Professionals

Mail Applications To:  
MAEMP  
P.O. Box 1662  
Gloucester, MA 01930  
[certification@maaemp.org](mailto:certification@maaemp.org)

## About MAEMP

Massachusetts Association of Emergency Management Professionals (MAEMP) is a statewide association of emergency managers, emergency responders, government agencies, elected officials, and providers of products, services, or resources who are committed to building strong partnerships to minimize the impacts of disasters on the citizens and communities of Massachusetts.

MAEMP promotes the efforts of Massachusetts communities to plan for all natural and human caused hazards through improved mitigation, preparedness, response, and recovery capabilities. Our members are passionate about their profession and about protecting their communities.

## About the Certification

Welcome to the Massachusetts Certified Emergency Manager (MA-CEM) Program sponsored by the Massachusetts Association of Emergency Management Professionals. This program recognizes individuals who possess the experience, knowledge, and skills to manage an effective comprehensive emergency management program. The certification is not only to recognize emergency managers, but also emergency management partners in the public, private, and volunteer sectors that dedicate their time and efforts to the field of emergency management.

The MAEMP Certification Committee developed the *Certification Requirements* using industry standards and peer state emergency manager associations as reference. The Massachusetts Emergency Management Agency adopts the recommendations of the Certification Committee as the official certification standards for the Commonwealth of Massachusetts. The Certification Committee reviews the standards routinely to assure that they are in line with industry standards.

## Why Become Certified

- Help your jurisdiction to become NIMS-compliant
- Increase marketability in the workforce
- Completion of some requirements for certification by the International Association of Emergency Managers.

## Certification Requirements

- Three years emergency management experience
- A high school education
- 100 contact hours in emergency management and 25 hours in general management training
- Six separate contributions to the profession, such as, being published, speaking, professional membership, or other activities beyond your day-to-day activities
- A comprehensive emergency management essay of your experience to display your knowledge in all phases of emergency management (Three to five pages, typed, single spaced).

## Recertification

The MCEM is valid for five years. Any recertification applicant must meet the latest requirements for the level of recertification in addition to the original required 125 hours of continuing education (100 hours related to emergency management and 25 hours of general management) and new professional contributions.

*Disclaimer: The Massachusetts Association of Emergency Management Professionals (MAEMP) is not establishing standards governing the conduct of any emergency managers, or establishing any set procedures for work performance. The certification program is designated to establish educational, training, and experience criteria relevant to emergency management in the Commonwealth of Massachusetts and to certify that an individual has met these criteria.*



# MAEMP MEMBERSHIP APPLICATION

## INSTRUCTIONS

This application is easy to follow. Preceding each section of requirements will be a line of instruction that will tell you what is expected in each section. Please be sure to follow the directions, just key in your information, and attach certificates and other documentation. These directions will help you to avoid common mistakes.

Keep in mind that while you are filling in this application, you are submitting a document for your professional certification. The application that you submit to the Committee must be organized in a three-ring binder with tabs or dividers identifying each set of documents that are required. Neatness counts. The application must be signed in ink. The Committee will only accept applications submitted in this manner.

If you should have any further questions, please feel free to contact the MAEMP Certification Chairman, listed on the MAEMP Web Site at <http://www.maaemp.org>. Questions can be directed to [certification@maaemp.org](mailto:certification@maaemp.org).

- Refer to Certification Requirements and Certification Committee Operating Guidelines for application standards
- Submit one (1) complete MCEM Certification Application in 3-ring binder: must include application form, all copies or certificates, and other proof of education, training, and professional contributions
- Submit one (1) electronic copy of your complete MCEM Certification Application: must include MS Office compatible formats
- Include proper application fee:

\$25 Application Fee (MAEMP Members)

OR

\$100 Application Fee (non-MAEMP members)

MAKE CHECKS PAYABLE TO: MAEMP

**FEES ARE NON-REFUNDABLE**

- Mail complete application to:

MAEMP

P.O. Box 1662

Gloucester, MA 01930

**Applicant Information:** (indicate how you would like your information to appear on the certificate)

Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Certification Level Applying for:**

Initial Certification  Recertification

**Letter of Achievement:**

If the committee approves certification, would you like a letter of achievement to be sent to your supervisor and/or other person?  Yes,  No If yes, provide a name and mailing address below.

Name: \_\_\_\_\_  
Organization/Department: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I understand that certification is subject to the MAEMP Certification Committee approval, and if granted, is current for a five-year period. I will execute the necessary documents and supply further information as determined by the Committee. I understand that any false statement or misrepresentation I make in the course of these proceedings may result in the revocation of this application. I also understand that all trademarks associated with this certification will be upheld and I will not misuse the trademark in any way.

*I give permission for verification of any information contained in this application package.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date:

**Experience Information:** Please use the Certification Requirements Guideline. List your most recent experience first.

Employer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_  
Supervisor Title: \_\_\_\_\_  
Employed from (Mo./Yr.) \_\_\_\_\_ To (Mo./Yr.) \_\_\_\_\_  
Average Hours worked per week: \_\_\_\_\_ Percentage of time spent on Emergency Mg \_\_\_\_\_  
Your Job Title: \_\_\_\_\_  
Your Duties: \_\_\_\_\_

Employer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_  
Supervisor Title: \_\_\_\_\_  
Employed from (Mo./Yr.) \_\_\_\_\_ To (Mo./Yr.) \_\_\_\_\_  
Average Hours worked per week: \_\_\_\_\_ Percentage of time spent on Emergency M \_\_\_\_\_  
Your Job Title: \_\_\_\_\_  
Your Duties: \_\_\_\_\_

Employer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_  
Supervisor Title: \_\_\_\_\_  
Employed from (Mo./Yr.) \_\_\_\_\_ To (Mo./Yr.) \_\_\_\_\_  
Average Hours worked per week: \_\_\_\_\_ Percentage of time spent on Emergency Mgmt. \_\_\_\_\_  
Your Job Title: \_\_\_\_\_  
Your Duties: \_\_\_\_\_

## Education (High School or College) Information:

Name of School or Institution: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

Full Time

Part Time

Diploma /Degree Received:  Yes  No if yes, type: \_\_\_\_\_

Major: \_\_\_\_\_

If no, how many grades or hours completed?

\_\_\_\_\_  Qtr Hours  Semester Hours

Copy of transcript, GED, degree, or diploma must be attached to this application

**Emergency Management Training Classes:** Please use the Certification Requirements Guideline. Copies of your documentation must be attached to the application in the order listed below. (Visit the FEMA EMI website ([www.training.fema.gov/EMI](http://www.training.fema.gov/EMI)) for more information. When certified, you have also completed the FEMA Professional Development Services Program.

Class Code/Name	Sponsoring Agency	Class Hours	Contact Name	Contact Phone	Description of Class and Date	Copy of Certificate
<b>Professional Development Series Certificate - Required.</b>						
1.	IS 139, Exercise Design				Category – Emergency Management	<input type="checkbox"/>
2.	IS 230, Fundamentals of Emergency Management				Category – Emergency Management	<input type="checkbox"/>
3.	IS 235, Emergency Planning				Category – Emergency Management	<input type="checkbox"/>
4.	IS 240, Leadership and Influence				Category – General Management	<input type="checkbox"/>
5.	IS 241, Decision Making and Problem Solving				Category – General Management	<input type="checkbox"/>
6.	IS 242, Effective Communications				Category – General Management	<input type="checkbox"/>
7.	IS 244, Developing and Managing Volunteers				Category – Emergency Management	<input type="checkbox"/>
<b>Other Course Requirements – Required.</b>						
8.	IS 1, Emergency Manager: Orientation				Category – Emergency Management	<input type="checkbox"/>
9.	IS 100, Introduction to Incident Command System				Category – Emergency Management	<input type="checkbox"/>
10.	IS 200, ICS for Single Resources				Category – Emergency Management	<input type="checkbox"/>
11.	IS 547, Continuity of Operations				Category – Emergency Management	<input type="checkbox"/>
12.	IS 700, Introduction to NIMS				Category – Emergency Management	<input type="checkbox"/>
13.	IS 800: Introduction to the NRP				Category – Emergency Management	<input type="checkbox"/>

**Additional Course Requirements:** Completing the above required courses gives you 25 hours of General and 69 hours of Emergency Management courses. You must take additional elective training to bring you up to the MCEM requirement of 110 total hours, (25 hours General Management and 100 hours Emergency Management). Copies of documentation, attached behind this application, must be in the order listed on this page.

Class Code/Name	Sponsoring Agency	Class Hour	Contact Name	Contact Phone	Description of Class and Date	Copy of Certificate
14.						<input type="checkbox"/>
15.						<input type="checkbox"/>
16.						<input type="checkbox"/>
17.						<input type="checkbox"/>
18.						<input type="checkbox"/>
19.						<input type="checkbox"/>
Class Code/Name	Sponsoring Agency	Class Hour	Contact Name	Contact Phone	Description of Class and Date	Copy of Certificate
20.						<input type="checkbox"/>
21.						<input type="checkbox"/>
22.						<input type="checkbox"/>
23.						<input type="checkbox"/>
24.						<input type="checkbox"/>
25.						<input type="checkbox"/>
26.						<input type="checkbox"/>
27.						<input type="checkbox"/>
28.						<input type="checkbox"/>
29.						<input type="checkbox"/>
30.						<input type="checkbox"/>
31.						<input type="checkbox"/>
32.						<input type="checkbox"/>
33.						<input type="checkbox"/>
34.						<input type="checkbox"/>
35.						

**Professional Contributions:** Please use the Certification Guideline. Copies of documentation, for attachment to this application, must be in the order listed below. (See Appendix B)

	Category #	Activity (Short Title)	Sponsoring Agency	Dates	Contact Person	Contact Phone	Description of Activity	Role Played	Documentation Attached
1.									<input type="checkbox"/>
2.									<input type="checkbox"/>
3.									<input type="checkbox"/>
4.									<input type="checkbox"/>
5.									<input type="checkbox"/>
6.									<input type="checkbox"/>
7.									<input type="checkbox"/>
8.									<input type="checkbox"/>
9.									<input type="checkbox"/>
10.									<input type="checkbox"/>
11.									<input type="checkbox"/>
12.									<input type="checkbox"/>
13.									<input type="checkbox"/>
14.									<input type="checkbox"/>
15.									<input type="checkbox"/>
16.									<input type="checkbox"/>
17.									<input type="checkbox"/>
18.									<input type="checkbox"/>
19.									<input type="checkbox"/>
20.									<input type="checkbox"/>



**Essay: Write a comprehensive emergency management essay of your experience to demonstrate your knowledge in all phases of emergency management.** (Three to five pages, single-spaced. Key in or cut and paste your essay into the block below.)

(Add additional sheets if needed)

**Emergency Management Activities (**  
**(Listed below are sample categories of activities)**

- Volunteering on a board, committee, task force, jurisdictional organization, or special project group supporting emergency management.
- Participating as an officer on a board, committee, task force, jurisdictional organization, or special project group supporting emergency management.
- Fulfilling a special assignment on a board, committee, task force, jurisdictional organization, or special project group supporting emergency management.
- Providing a presentation or participating in a panel discussion relating to emergency management.
- Participating in any community outreach project on the general topic of emergency management.
- Teaching or instructing on a topic related to emergency management.
- Publishing an emergency management article, research project, newsletter, web site, or instructional pamphlet.
- Producing audio-visual products or designing computer software related to emergency management.
- Receiving an award or special recognition related to emergency management actions.
- Participating in an exercise as a player, simulator, evaluator, or controller, or designing or coordinating an exercise.
- Actively coordinating an emergency management activity or project, such as emergency management classes, public outreach programs, conferences, or other related emergency management activities.
- Participating in an activity related to planning, mitigation, response or recovery, for an actual event, such as active involvement in an EOC activation, damage assessment, or PIO activities.
- Participating in or coordinating other emergency management activities; subject to approval of the Certification Committee.