

MCDEMA - MCEM Application for Certification

Applicant Name: _____

Title/Position: _____ Jurisdiction: _____

Applicant Agency and Address:

Work Phone: _____ Mobile Phone: _____

Application Submitted is for Level(s) EM-1 _____ EM-2 _____ EM-3 _____ MCEM _____

Fees paid by: PO# _____ (copy attached) Business Check: _____ Personal Check: _____
(Fees must be included with submission of MCEM Application)

Applications must be submitted for review two months prior to the annual Conference or the Mid-Winter Conference for certificates and/or plaque distribution. Applications should be mailed to:

MCEM Certification Program
Attn: Kerrie Gentry-Blissard
P.O. Box 1117
West Point, MS 39773

To the best of my knowledge and recollection, the attached documentation is true and accurate

Applicant Signature

Date

.....
FOR OFFICIAL USE ONLY:

Application has been reviewed and processed by the following Committee Members:

Eddie Ivy, Chairperson
Clarke County EMA

Kerrie Gentry-Blissard
West Point-Clay County EMA

Clifford Galey
Lincoln County Civil Defense



Trebba Rodgers
Grenada Civil Defense

Tony Norwood
MEMA

Comments: _____

Application Received _____ Application Approved for Level _____
Application was not approved because _____

Date Awarded _____

Monies mailed to Secretary/Treasurer _____
Name added to list for certificate and/or plaque _____

Mississippi Civil Defense Emergency Management Association



MISSISSIPPI CERTIFIED EMERGENCY MANAGER

MCEM

CRITERIA AND APPLICATION FOR THE MCDEMA "CERTIFIED EMERGENCY MANAGER"

Approved and Implemented by the MCDEMA Board of Directors on October 15, 1997
Revised 7/2013

"A PROGRAM TO PROMOTE EMERGENCY MANAGEMENT PROFESSIONALISM"

**MISSISSIPPI CIVIL DEFENSE/EMERGENCY MANAGEMENT
ASSOCIATION
"MCDEMA"
CERTIFICATION PROGRAM**

POLICES

1. PURPOSE

The basic purposes of the certification program are to provide additional incentive for professional improvement in Emergency Management, to assure recognition for those who attain certain specific standards, and to lead toward development of a full professional status in the field of Emergency Management. Certification also honorably recognizes those members who have demonstrated their abilities through years of service to their state, counties, communities and Association.

It is not the purpose of the certification program to determine who shall or shall not engage in the Emergency Management certification program. It is recognized that some who are successfully engaged in Civil Defense and Emergency Management programs may not wish to apply for certification, but it is hoped that they will encourage others active in the field to apply or those entering the Emergency Management field to strive for certification.

The primary purpose serves to encourage personal improvement, recognize achievement and promote our State Association.

2. DESIGNATION AND USE

Each completed phase of the Certified Emergency Manager Program (EM1-EM2-EM3) will render an appropriate certificate-designating recipient of that phase "certified".

Persons completing the final phase of the Certified Emergency Managers program shall each receive an appropriate plaque designating them as "Mississippi Certified Emergency Manager." The designation "MCEM" may be used following the EM professional's name on correspondence, letterheads, business cards and other printed matter where it may appear so long as the EM professional has Association membership in good standing.

Loss of privilege shall occur when membership dues are not paid by June 1 of each year as stated in our Bylaws (Article XI Section IV).

However, any reference by a certified Emergency Manager to their certification and any use of it shall indicate that such certification is an individual attainment. A certified Emergency Manager shall not, in any way, imply that lack of certification indicates a lack of professional competence.

3. QUALIFICATIONS & REQUIREMENTS OF APPLICANT

- A. WORK HISTORY- Must be employed either full, part time or on a volunteer basis in the Civil Defense\Emergency Management field.
- B. MEMBERSHIP - Must hold active (full) membership in the Mississippi Civil Defense\Emergency Management Association (MCDEMA).
- C. MCDEMA ACTIVITIES - Must support MCDEMA activities in all areas to promote Emergency Management as a professional field.
- D. TRAINING - Must present verification of attendance i.e.... certificate of completion, class roster, training transcript or other proof of training courses. Some courses may count as other training, but must be related to Emergency Management. (*contact the chairperson to verify course credit*)
- E. SUPPORTING MATERIAL - Must present dates, and names of conferences, committees, awards, exercise participation and/or meetings selected for credit.

4. **CERTIFICATION APPLICATION**

Applicants may contact the MCDEMA Certification Panel for the necessary forms and instructions. After the applicant is satisfied he\she can meet the minimum requirements (in any phase), he\she shall then return the application to the MCDEMA Certification Panel with a check to cover the initial fee in the amount of \$50.00 each for the first three (3) phases and \$100.00 for the final phases (MCEM). Once the application is returned to MCDEMA it shall become the property thereof and will not be returned to the applicant. Any material misrepresented with the application will void same. Application fee shall be returned should certification be denied for any reason.

5. **CERTIFICATION PHASES**

There will be four phases of certification:

- A. EMERGENCY MANAGER I (EM-I)
- B. EMERGENCY MANAGER II (EM-II)
- C. EMERGENCY MANAGER III (EM-III)
- D. EMERGENCY MANAGER IV (MCEM)

6. **ADMINISTRATION OF CERTIFICATION**

Certification shall be operated by MCDEMA through its Board of Directors. As a means of pinpointing the responsibility, the MCDEMA Board shall create a Certification Panel consisting of four members to serve terms not to exceed four years each. The Association President, subject to approval by the Board of Directors, shall appoint panel members.

The Certification Panel shall develop its own internal operating procedures, subject to approval of the Board of Directors. The Panel shall report, at least annually,

recommendations for updating of the program with all changes, if any, to be handled by the MCDEMA Board of Directors and Certification Panel.

7. CERTIFICATION PROCESSING

The Certification Panel will be responsible for checking application forms to assure that all information is complete and that there is evidence of participation and experience to meet basic criteria and minimum point standards established by the Board of Directors.

THE CERTIFICATION PANEL WILL AFTER REVIEW OF APPLICATIONS SUBMIT RESULTS OF THAT REVIEW TO THE BOARD OF DIRECTORS FOR FINAL APPROVAL IN AWARDING REQUESTED LEVEL OF CERTIFICATION.

8. RIGHT OF APPEAL

Should an applicant not be approved for certification, it shall be the responsibility of the Panel to provide an explanation of the categories in which additional points are necessary to meet certification requirements. Should an applicant desire to appeal the Panel's findings, this may be done by filing said appeal, in writing, with the Association's Board of Directors. Such appeal must state specifically what parts of the program's policies and criteria have been overlooked or misapplied in the evaluation of his\her application.

9. CONFIDENTIAL INFORMATION

All information submitted with the application form shall be kept confidential. The fact of the application shall be considered confidential except to those directly concerned. Only the fact of approval for certification shall be publicly announced.

The MCDEMA Association, Certification Panel and the MCDEMA Board shall exercise all due care to avoid any possible embarrassment to the applicant in connection with his\her efforts to become certified.

10. CONDITIONS GOVERNING CERTIFICATION DESIGNATION

- A. Once an applicant has been certified said designation shall remain with them permanently unless revoked by the MCDEMA Board of Directors. **Anyone who has successfully completed the International Association of Emergency Management (IAEM) CEM program is eligible for certification as a MCEM with Board of Directors approval.
- B. The Certification Panel will maintain an "Active Certification" list, which will be updated annually. An "Active" status shall remain with the Certified Emergency Manager as long as that person is employed in the Emergency Management field, and has full active membership in MCDEMA. Special consideration may be given for exceptions to the foregoing based on majority approval of the Board of Directors.

11. **APPLICATION PROCEDURE**

- Step 1 Read the rules and regulations for the certification program.
- Step 2 Complete the MCDEMA MCEM Application for Certification
- Step 3 Complete the MCDEMA Certification Worksheet for which you are applying
- Step 4 Attach verification of course completion as listed on the MCDEMA Certification Worksheet (i.e. transcripts, certificate, or other verifying documents)
- Step 5 - Include a Purchase Order, Business Check, or Personal Check made payable to MCDEMA in the following amounts:
- | | |
|--------------------|----------|
| EM-I Application | \$50.00 |
| EM-II Application | \$50.00 |
| EM-III Application | \$50.00 |
| MCEM Application | \$100.00 |
| TOTAL COST | \$250.00 |
- Step 6 - Mail Application for Certification, MCDEMA Certification Worksheet, and supporting documentation to:
 MCDEMA Certification Program
 Attn. Kerrie Gentry-Blissard
 P.O. Box 1117
 West Point, MS 39773

MCDEMA Certification Worksheet

EM-I

This Application may be submitted at the beginning of your second year.

Applicant Name: _____

<i>Course Code</i>	<i>Course</i>	<i>CEU Credit</i>	<i>Date Completed (Certificate Attached)</i>	<i>Certification Panel Verification</i>
aL	REQUIRED			
	Two (2) years active service in Emergency Management (career/volunteer) Letter of verification required from local EMA Director			
	Two (2) years (active) MCDEMA Membership			
	MCDEMA Emergency Manager Orientation Offered at Annual/Mid Winter Conference			
Direct Delivery	MEMA Damage Assessment Training			
Direct Delivery	MEMA Disaster 101			
Direct Delivery	MEMA WEBEOC Workshop			
	Attendance at MEMA/MCDEMA Annual or Midwinter Conference			
IS-100.b	Introduction to Incident Command System	.3		
IS-120.a	An Orientation to Community Disaster Exercises	.5		
IS-200.b	ICS for Single Resources and Initial Action Incidents	.3		
IS-230.b	Principles of Emergency Management	1		
IS-235.b	Emergency Planning	1		
IS-240.a	Leadership and Influence	.9		
IS-241.a	Decision Making & Problem Solving	.8		
IS-242.a	Effective Communication	.8		
IS-244.b	Developing and Managing Volunteers	1		
IS-700.a	NIMS: An Introduction	.3		
IS-800.b	National Response Framework (NRF) - An Introduction	.3		
	Summary of your participation in Disaster Exercise			
	Summary describing your involvement in Emergency Management			
	CHOICE. OF 6 FOR COMPLETION OF EM -I			
IS-1	Emergency Program Manager	1.0		
IS-3	Radiological Emergency Management	1.0		
IS-5.a	An Introduction to Hazardous Materials	1.0		
IS-7	A Citizens Guide to Disaster Assistance	1.0		
IS-8.a	Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699	1.0		
IS-288	The Role of Voluntary Agencies in Emergency Management	1.0		
Classroom	ICS 300 Intermediate ICS for Expanding Incidents			
IS-393.a	Introduction to Hazard Mitigation	1.0		
Classroom	ICS 400 Advanced ICS for Complex Incidents			
IS-632	Introduction to Debris Operations in FEMA's Public Assistance Program	.5		
IS-775	EOC Management and Operations	.4		
Classroom	IMT Position Specific Training			
	Other:			

I, _____, EMA Director, _____ County do hereby certify this applicant has completed the requirements for MCDEMA Certification adopted by MCDEMA on this _____ day of _____, 20_____
 _____, Director's Signature

MCDEMA Certification Worksheet

EM-II

This Application may be submitted at the beginning of your third year.

Applicant Name: _____

<i>Course Code</i>	<i>Course</i>	<i>CEU Credit</i>	<i>Date Completed (Certificate Attached)</i>	<i>Certification Panel Verification</i>
	REQUIRED			
	Three (3) years active service in Emergency Management (career/volunteer) Letter of verification required from local EMA Director.			
	Three (3) years (active) MCDEMA Membership			
	EM-I Certification			
	Attendance at MEMA/MCDEMA Annual or Midwinter Conference			
IS-634	Introduction to FEMA's Public Assistance Program	.4		
Classroom	Homeland Security Exercise and Evaluation Program (HSEEP)			
IS-139	Exercise Design	1.5		
Classroom	ICS 300 Intermediate ICS for Expanding Incidents			
Classroom	ICS 400 Advanced ICS for Complex Incidents			
IS-546	Continuity of Operations Awareness Course	.1		
IS-547.a	Intro to Continuity of Operations	.5		
IS-393.a	Intro to Hazard Mitigation	1		
Classroom	MEMA Public Assistance			
Classroom	Emergency Management Law			
Classroom	G 130 Exercise Evaluation			
Classroom	G 202 Debris Management Planning			
Classroom	E 550 Continuity of Operations Planning (COOP) Awareness			
	Summary of your participation in Disaster Exercise			
	Summary describing your involvement in Emergency Management			
	CHOICE OF 6 FOR COMPLETION OF EM II			1
IS-130	Exercise Evaluation and Improvement Planning	.5		
IS-301	Radiological To Community Emergency Response Teams	1.0		
IS-331	Introduction to Radiological Emergency Preparedness (REP) Exercise Evaluation	1.0		
IS-548	Continuity of Operations Planning (COOP)	.4		
IS-632.a	Introduction to Debris Management	.2		
IS-775	EOC Management and Operations	.4		
Classroom	Donations Management Workshop			
Classroom	Local Volunteer & Donations Management			
Classroom	Basic Public Information Officer			
	Serves on a Committee or Board that is Emergency Management related			
Classroom	IMT Position Specific Training			
	Serves or has served in another county or jurisdiction as an exercise evaluator, controller or other role that promoted cross county mutual aid			
	Other:			

EMA Director, _____ County do hereby certify this applicant has completed the requirements for MCDEMA Certification adopted by MCDEMA on this _____ day of _____ 20

Director's Signature
Revised 7/13

