

## **Alaska Training and Advisory Board Charter**

### **Purpose:**

The Alaska Emergency Management Association (AKEMA) has created a voluntary certification program for the profession of Emergency Management in the State of Alaska. The certification program's purpose is "to support Alaska Emergency Management Professionals in implementing the best practices and indigenous knowledge for preparing, mitigating, responding to and recovering from crisis that affect Alaska, and our people."

The Alaska Training and Standards Advisory Board (AK TASAB) has been established to ensure integrity, consistency, and fairness of the credentialing process as directed by the AKEMA Board of Directors. The expectations and responsibilities listed within this charter, are based on those outlined within the Alaska Emergency Management Association Certification Program.

### **Authority:**

AK TASAB operates under the authority of AKEMA Board of Directors. They are empowered to establish and enforce guidelines, standards, and procedures for validating, assessing, and certifying the qualifications of individuals seeking certification for Alaska Emergency Management Volunteer (AKEM-V), Alaska Emergency Management Associate (AKEM-A) and Alaska Emergency Management Executive (AKEM-E) credentialing.

### **Membership:**

The Alaska Training and Standards Advisory Board (AK TASAB) consists of AKEMA Executive Committee members and AKEMA Credentialing Committee members. The AKEMA Credentialing Committee may consist of representatives from AKEMA, The State of Alaska Department of Military & Veteran's Affairs Division of Homeland Security & Emergency Management, The State of Alaska Department of Public Safety, local emergency management agencies, and emergency management elements from within the private sector and higher education.

### **Responsibilities:**

The AK TASAB shall provide oversight of the Alaska Emergency Management Certification Program. The AKEMA Credentialing Committee will provide a process for the review of certification applications, and issue certifications semi-annually. The AKEMA Credentialing Committee is responsible for maintenance of the AKEMA Credentialing Program Guidebook, Credentialing Committee Charter and providing administrative and technical guidance on its implementation.

1. **Review Qualifications:** The AKEMA Credentialing Committee shall review credentialing packages and other supporting documentation submitted by individuals seeking certification. The review will be based on existing, valid, and consistent standards.
2. **Ensure Consistency:** The AKEMA Credentialing Committee shall ensure consistency in the interpretation and application of qualification standards across all review processes.
3. **Uphold Ethical Standards:** The AKEMA Credentialing Committee shall conduct affairs with integrity, objectivity, and fairness, avoiding conflicts or bias in decision-making.

4. Provide Recommendations: Upon completion of the review, the AKEMA Credentialing Committee will provide a certification recommendation to the Alaska Training and Standards Advisory Board.

**Procedures:**

1. Application Process: Individuals seeking certification will submit their package to the AKEMA Credentialing Committee for review.
2. Review Process: AKEMA Credentialing Committee will complete the review process twice per calendar year.
3. Decision Making Process: The Alaska Training and Standards Advisory Board will have final certification decision.
4. Issuing of Certifications: The AKEMA Board of Directors will issue credentialing certificates.

**Amendments:**

This charter may be amended, as necessary, by the AKEMA Credentialing Committee to reflect changes in regulations, procedures, or organizational structure.

**Review:**

This charter shall be reviewed periodically to ensure its continued relevance and effectiveness in fulfilling the mission and vision of the Alaska Emergency Management Association.

**Approval:**

This charter is hereby approved and adopted by the Alaska Emergency Management Association and AKEMA Executive Board May 30<sup>th</sup>, 2025.