



ALASKA EMERGENCY  
MANAGEMENT  
ASSOCIATION  
CERTIFICATION PROGRAM

*Spring 2021*

## Program Overview and Administration:

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 “strengthen and enhance the professional competencies of emergency management personnel in State and local emergency management agencies.” Supporting the mission of to “support the Alaskan in preventing, preparing for, mitigating, responding to, and recovering from events that affect Alaska, our communities, and our people.”

### Certification process:

Those interested in obtaining the Alaska Emergency Management Association Certification should follow the guidance listed in this document to become an “Associate Emergency Manager” or “Executive Emergency Manager” or “Emergency Management Volunteer” in the State of Alaska. This document outlines the program responsibilities, certification criteria, and application processes for the Alaska Emergency Management Association Certification Program.

### Responsibilities:

#### AKEMA Training Committee:

The AKEMA Training Committee shall establish and appoint the membership of the Alaska Emergency Management Training and Standards Advisory Board (AK TASAB). The board may consist of representatives from AKEMA, The State of Alaska Department of Military and 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. Specifics of membership of the board can be found in the AK TASAB Charter [NOT YET DEVELOPED].

#### The Alaska Training and Standards Advisory Board (AK TASAB)

The Alaska Training and Standards Advisory Board (AK TASAB) shall provide oversight of the Alaska Emergency Management Certification Program, provide a process for the review of certification applications, and issue certifications semiannually. The AK TASAB is responsible for the maintenance of this document and in providing administrative and technical guidance on its implementation. Additional roles and responsibilities can be found in the AK TASAB Charter

### Application Package Guidance:

Anyone in the State of Alaska who meets the certification requirements listed within the document is encouraged to apply for their certification. Applicants should submit a complete application based on the requirements listed below to:

Alaska Emergency Management Association (AKEMA)  
ATTN: TASAB  
18559 Walrus Circle  
Eagle River, Alaska 99577

### Application Deadlines:

Applications will be reviewed twice per calendar year by the Alaska Training and Standards Advisory Board. The timeline below lists the application deadlines and the subsequent awarding dates:

| Applications Due        | Award Dates              |
|-------------------------|--------------------------|
| August 1 <sup>st</sup>  | October 15 <sup>th</sup> |
| January 1 <sup>st</sup> | March 15 <sup>th</sup>   |

**Approval or Denial of Application Package:**

The Certification Committee, identified in the AK TASAB Charter, will review applications based on the requirements described below. Applicants who submit sufficient documentation to validate their past education, experience, training, and other requirements will be recommended for certification to the AK TASAB. If an application package is incomplete, the Certification Committee will return the application to the applicant with a short description of what the application is missing. Packages will be reviewed twice per year.

**Appeals:**

If an applicant's package is found to be incomplete, the applicant may appeal to the Alaska Training and Standards Advisory Board (AK TASAB) in writing at the address above within 60 days of notification of incomplete application.

**Certification Designations:**

Individuals awarded the Executive Emergency Manager, Associate Emergency Manager, or Emergency Management Volunteer through the Alaska Emergency Management Association Certification Program may use the following certification designations while their certification remains active.

- Executive Emergency Manager = "AKEM-E"
- Associate Emergency Manager = "AKEM-A"
- Emergency Management Volunteer = "AKEM-V"

As an example, if John Doe holds the Executive Emergency Manager credential and the credential is still active and valid, he may choose to use the following designation in his signature. John Doe, AKEM-E.

## **“Associate Emergency Manager” Certification**

### **Experience Requirement:**

Two years of experience (includes documented experience in all four phases of emergency management, and either a declared disaster response or Full Scale Exercise). A minimum of one year of experience shall be in Alaska. Additional guidance can be found on page 13 of this document.

### **Education Requirement:**

High school diploma or general education certificate (GED). Higher education degrees can be submitted as proof of a High School diploma or GED.

### **Training Requirement:**

140 hours Training:

- 100 hours of emergency management training
- 40 hours of general management training
- No more than 25 hours are allowed in any given topic or specialty
- No more than 50% of course hours can be completed via web-based courses
  - Web based courses, outside of FEMA Independent Study must be on “AKEMA approved course list” [NOT YET DEVELOPED YET]
  - Courses may be categorically approved based on provider
- FEMA Independent Study courses may account for 25% of total hours in training
  - Emergency management max of 20 hours
  - General management training max of 8 hours
- Additional details are listed on page 10 (Training Hours Requirement Guidance)

### **Recommended Courses:**

- Emergency Management Institute, National Emergency Management Basic Academy (112 hours)
- National Incident Management System (NIMS):
  - IS-100: Introduction to the Incident Command System
  - IS-120: Introduction to Exercise
  - G0191-Emergency Operations Center/Incident Command System Interface.
  - IS-200: ICS for Single Resources
  - IS-230: Fundamentals of Emergency Management
  - IS-235: Emergency Planning
  - IS-368: Including People With Disabilities & Others With Access & Functional Needs in Disaster Operations
  - IS-240: Leadership and Influencing
  - IS-241: Decision Making
  - IS-242: Effective Communication
  - IS-244: Developing and Managing Volunteers
  - IS-247.B: Integrated Public Alert and Warning System (IPAWS) for Alert Originators
  - G-300 Intermediate Incident command for Expanding Incidents
  - IS-700: National Incident Management System, An Introduction
  - IS-800: National Response Framework, An Introduction
  - IS-2200-Basic Emergency Operations Center Functions
  - G-2300-Intermediate Emergency Operations Center Functions.

*Pre-Approved Training Substitutions*

- Applied Associates of Science or Arts Degree will count towards ten hours general management training.
- Bachelor of Science / Arts Degree will count towards 20 hours general management training
- Master of Science / Arts Degree will count towards 30 hours general management training

**Contributions to the Profession Requirement:**

Three contributions to the profession (two required to be completed in Alaska). Additional Details found on page 12.

**Candidate Reference Requirement:**

Three candidate references; one of which must be the applicant's current supervisor. Additional reference sources that qualify include past supervisors (within five years); local, state, or federal government officials, emergency service organization officials; or local, regional, or national emergency management association officials.

**Exam Requirement:**

Candidates must take a 50 question examination and answer 75% of questions correctly in order to receive the Associate Emergency Management designation. The examination will be offered by the AKEMA twice a year. Additional information on the exam can be found on page 11.

## **“Executive Emergency Manager” Certification**

### **Experience Requirement:**

Three years of experience (Includes documented experience in all four phases of emergency management, and either a declared disaster response or Full Scale Exercise). A minimum of two years of experience shall be in Alaska. Additional guidance can be found on page 13 of this document.

### **Education Requirement:**

Associates Degree in the Emergency Response Provider field OR a Bachelor’s Degree in any subject. An additional two years of Emergency Management experience (total of five years) may be substituted for this requirement.

### **Training Requirement:**

200 hours Training

- 120 hours of emergency management training
- 80 hours of general management training
- No more than 25 hours are allowed in any given topic or specialty
- No more than 50% of course hours can be completed web-based courses
  - Web- based courses, outside of FEMA Independent Study must be on “AKEMA approved course list” [NOT YET DEVELOPED YET]
  - Courses may be categorically approved based on provider
- FEMA Independent Study courses may account for 25% of total hours in training
  - Emergency Management max of 30 hours
  - General management training max of 20 hours
- Additional Details are listed on page 10 (Training Hours Requirement Guidance)

### *Recommended Courses:*

- The National Emergency Management Advanced Academy (NEMAA)
- Additional Incident & Emergency Management Courses
  - IS-139 Exercise Design
  - IS-230 Fundamentals of Emergency Management
  - IS-240 Leadership and Influence
  - IS-241 Decision Making and Problem Solving
  - IS-242 Effective Communication
  - IS-244 Developing and Managing Volunteers
  - G-400 Advanced Incident Command Systems
  - NC-305 Liability Issues in Emergency Management
  - G-393 Mitigation for Emergency Managers

### *Pre-Approved Training Substitutions:*

- Applied Associates of Science or Arts Degree will count towards ten hours general management training.
- Bachelor of Science / Arts Degree will count towards 20 hours general management training
- Master of Science / Arts Degree will count towards 30 hours general management training

### **Contributions to the Profession Requirement:**

Six contributions to the profession: (Three are required to be completed in Alaska) Additional details can be found on page 12.

**Candidate Reference Requirement:**

Three candidate references; one of which must be the applicant's current supervisor. Additional reference sources that qualify include current supervisor; past supervisors (within five years); local, and state, or federal government officials; emergency service organization officials; local, regional, or national emergency management association officials.

**Exam Requirement:**

Candidate must pass 75% or better of the questions on a 100 question examination to receive the Executive Emergency Manager designation. The examination will be offered by the AKEMA twice a year. Additional information on the exam can be found on page 11.

**Essay Requirement:**

Submission of an Emergency Management Essay to demonstrate knowledge, skills and abilities as specified in the instructions or a copy of their Certified Emergency Manager Credential. Additional guidance regarding the essay requirement can be found on page 14.

## “Emergency Management Volunteer” Certification

### Experience Requirement:

Two years of experience (includes documented experience in all four phases of emergency management, and either a declared disaster response or Full Scale Exercise). A minimum of one year of experience shall be in Alaska. Additional guidance can be found on page 13 of this document.

### Education Requirement:

None.

### Training Requirement:

50 hours Training:

- 40 hours of emergency management training
- 10 hours of general management training
- No more than 25 hours are allowed in any given topic or specialty
- No more than 25% of course hours can be completed via web-based courses
  - Web-based study courses, outside of FEMA Independent Study must be on “AKEMA approved course list” [NOT YET DEVELOPED YET]
  - Courses may be categorically approved based on provider
- FEMA Independent Study courses may account for 25% of total hours in training
  - Emergency management max of 8 hours
  - General management training max of 4.5 hours
- Additional details are listed on page 10 (Training Hours Requirement Guidance)

### Recommended Courses:

- National Incident Management Systems
  - IS-100 Introduction to the Incident Command System
  - IS-200 ICS for Single Sources and Initial Action Incidents
  - IS-700 National Incident Management System (NIMS), an Introduction
  - IS-800 National Response Framework (NRF), an Introduction
  - G-300 Intermediate Incident Command for Expanding Incidents

### Contributions to the Profession Requirement:

Two contributions to the profession (one required to be completed in Alaska). (Additional Details found on page 12).

### Candidate Reference Requirement:

Three candidate references; one of which must be the applicant’s current volunteer organization. Additional reference sources that qualify include past team members (within five years); local, state, or federal government officials, emergency service organization officials; or local, regional, or national emergency management association officials.

### Exam Requirement:

Candidates must pass 75% or better of the questions on a 40 question examination Emergency Management Volunteer designation. The examination will be offered by the AKEMA twice a year. Additional information on the exam can be found on page 11.



### **Recertification Requirements:**

1. Recertification is required for all certifications
2. AKEMA will make notifications of expiring credentials 1 year prior to their expiration date
3. Recertification must occur in five year intervals by submitting documentation which demonstrates completion of:
  - 100 hours of continuing education. (75 hours in emergency management related subjects and 25 hours of general management courses) for Associate and Executive Emergency Manager Certifications.
  - 50 hours of continuing education. (40 hours in emergency management related subjects and 10 hours of general management courses) for Emergency Management Volunteer Certification.
4. No more than 25 hours are allowed in any given topic or specialty. As an example, an applicant may have 100 hours' worth of Incident Command System (ICS) classes, however no more than 25 hours of ICS courses can be used for their application for certification.
5. Teaching emergency management courses may be substituted for attending courses to achieve 50 % of continuing education credits.
6. If an individual holds a CEM certification through the International Association of Emergency Managers, the CEM Recertification process and documentation may be submitted in lieu of the AKEMA recertification process.

If individuals do not recertify every five years, they will lose their certification and must complete the required 100 hours of continuing education and retest at the appropriate certification level.

### Training Hours Requirement Guidance:

1. Training courses used for the Emergency Management Volunteer application must be taken within the last five years
2. Training courses used for the Associate Emergency Manager and the Executive Emergency Manager application must be taken within the last ten years
3. Training courses used for the Associate Emergency Manager may be used for the Executive Emergency Manager application.
4. Training Courses used for Emergency Management Volunteer may be used for the Associate Emergency Manager Application.
5. Degrees substituted for training hours for the Associate Emergency Manager application may be used for the Executive Emergency Manager application.
6. Degrees substituted for training hours for the Emergency Management Volunteer application may be used for the Associate Emergency Manager application.
7. Virtual Instructor-Led Trainings and Remote-Delivery courses (i.e.: via Zoom, Adobe Connect, Microsoft Teams, etc.) are classified as a form of “in person” training, and are not considered “web-based courses.”
8. The certification program will adopt the IAEM Training Course Allocation Table along with AKEMA approved course list [NOT YET DEVELOPED] to determine number of hours for each course and accepted allocation for certification. The training courses listed are sample courses only. No list is all-inclusive. There are many other courses that are acceptable to fulfill the emergency management and general management training requirement. Subject matter and training courses not shown on this list may be acceptable as long as the appropriate training form and course completion certificate is provided in the application. (Certification Committee will make a recommendation to the TASAB on acceptance of courses not specifically identified in CEM Training Course Allocation Table).
9. Emergency management training is considered courses specific to the profession of emergency management and these courses are designated with an “E” in the referenced allocation chart found at: <https://www.iaem.org/certification/resource-center/certification-corner>
10. General management training includes course content that can be applied beyond emergency management operations and is designated with “G” in the referenced allocation chart found at: <https://www.iaem.org/certification/resource-center/certification-corner> should be used to determine what courses are eligible for emergency management or general management hours. It should be noted that a number of courses offered by the Emergency Management Institute, Alaska Division of Emergency Management or other training consortium partners are considered “general management” classes.
11. Courses in the training allocation table found at: <https://www.iaem.org/certification/resource-center/certification-corner> with an “E/G” can be used as either emergency management or general management training. Courses not found in the IAEM list can still be used, but documentation will need to accompany the certificate to show course objectives. The Candidate should add the training to either Emergency Management Training or General Management training as defined above.
12. Recommended course learning objectives make up the exam elements for both certification levels. Individuals are not required to complete the recommended courses to apply for either level of certification as long as you meet the hour and topic limit requirements stated in each level of certification.
13. Independent study courses can only count toward 25 % of meeting training requirement in each certification level.
14. Attending Forums and Conferences may not be used to document training hours for initial certification (Associate or Executive) as they are listed as contributions to the profession. Forum and conference hours may be used for the recertification requirement for training hours.
15. Time documented during exercises does not count towards training hours for initial certification or recertification.

16. 1 full Continuing Education Unit (CEU) equals 10 hours of training. (A FEMA course equaling .2 CEU equals 2 hours). FEMA independent study courses provide a certificate of completion that is in CEUs.
17. One semester college course hour is equal to 15 training hours. (Example - 3 college credit hours is equal to 45 training hours)
18. Credit hours in a degree awarding program counts the same if on-line or in residence as outlined above.
19. The Emergency Management Academy is a program managed by the Emergency Management Institute with the focus on providing the new emergency manager a foundation of knowledge, skills, and abilities in the emergency management profession.
20. The certification program will incorporate the EMI Executive /Managerial Course into the Executive EM Coordinator Certification once the course is finalized. The AKEMA Training and Exercise list should be used to document as many courses as possible. However, courses not listed in the applicant's transcript are still eligible (with documentation) for training hour allocations.
21. No more than 25 hours are allowed in any given topic or specialty. As an example, an applicant may have 100 hours' worth of Incident Command System (ICS) classes, however no more than 25 hours of ICS courses can be used for their application for certification. Sample topic areas could be:
  - Incident Command
  - Recovery
  - Planning
  - Preparedness
  - Mitigation
  - Communications
  - Organizational Development
  - Response (Emergency Management Focus)
  - Prevention
  - Management
  - Budget / Financial Management
  - Leadership

**Exam Information:**

1. The exam will be made up of multiple choice questions taken from the learning objectives of the Recommended Classes for the specific certification level. In addition, the exam will include Alaskan- specific emergency management general knowledge questions.
2. Exam's will be administered twice each year via hardcopy and be proctored by AKEMA. Applicants who do not achieve a 75% passing grade will need to wait until the next exam offering for their subsequent attempts.
3. The Alaska Emergency Management Association will be responsible for maintaining both of the exams and corresponding study guides for potential applicants.
4. Applicants should take and pass the exam prior to submitting their application packet. Once the exam has been passed, applicants have 1 year (2 submission cycles) to submit their full application for approval.
5. At a minimum, exam sessions will be offered twice a year. Additional exam sessions can be provided periodically when multiple applicant requests are received

### Contributions to the Profession Options:

Candidates may only use each category below one time on their application for certification.

- a) Active membership in an emergency management or related professional organization for at least three years.
- b) Attend a state, regional or national educational session meeting or emergency management related conference.
- c) Serve as an active member on a board, a committee, a task force, or a special project for a professional, emergency management or a jurisdictional organization.
- d) Serve for at least one term as an officer or in a leadership position on a Board, a Committee, a task force, or a special project for a professional, emergency management or a jurisdictional organization.
- e) Complete a special assignment or project for a jurisdictional or governmental committee or task force addressing emergency management issues. An example would be a special assignment or project for the municipality, LEPC, FEMA, EMI, etc. The resulting product or decisions must make a significant contribution to or impact on the emergency management profession.
- f) Develop and participate in an educational or informational speaking engagement on an emergency management issue at a professional conference or public forum (including conferences, workshops, radio, television, educational video, etc.).
- g) Complete a teaching or instructing commitment on an emergency management related topic for a minimum of three actual platform hours
- h) Serve as a Developer, Evaluator or Controller for either a full-scale, functional, or a tabletop exercise or complete a disaster assignment outside the candidate's jurisdiction. Demonstrate a significant role in the exercise or assignment and describe the lessons learned through participation.
- i) Write and have published (in print or on the Internet) an emergency management article, research project, brochure, or instructional pamphlet.
- j) Develop and distribute a completed audio, video, audio-visual or computer software project directly related to emergency management.
- k) Receive an award or special recognition in the field of emergency management by an outside agency, organization, or association.
- l) Complete a significant role as a full partner in the development or extensive revision of a course in emergency management offered at the state, national, or international level.
- m) Testify before a legislative/regulatory body or contact an elected representative (the candidate must receive a written reply as a result of the contact), at the national or state level, on any emergency management-related issue.
- n) Other contributions must be approved in advance by the AK TASAB.

### **Experience Documentation:**

The candidate should submit a copy of their current Position Description or previous position descriptions which document their experience. Additionally, a narrative, signed by the candidate's current supervisor or Emergency Manager verifying the following areas of experience should be included.

- Preparedness / Planning Experience
- Response Experience
- Recovery Experience
- Mitigation / Prevention Experience
- Disaster Experience to include:
  - Disaster date and event details
  - The candidate's role
  - Provide a description of your lessons learned from the event
- Major Role in a Full Scale Exercise (in lieu of disaster experience)
  - Describe the exercise
  - The candidate's role
  - Provide a description of your lessons learned from the exercise

No distinction between full-time or part-time employment or volunteering will be made when determining years of experience in the emergency management field if the above bullets can be addressed. (ie: one year part-time employment is equal to a year of experience, OR one year volunteering with a VOAD is equal to a year of experience, etc.)

## Essay Guidance

The essay requirement will assess the candidate's knowledge, skills, and abilities through practical problem-solving analyses of an emergency management scenario. The Certification Committee will review and critique the essay based on the management concepts of planning, organizing, leading, controlling and communicating.

1. Knowledge of the four phases of emergency management
2. Knowledge of human behavior and its impact during a disaster
3. Knowledge of an organization and the environment in which it operates
4. Knowledge of codes, legislation, regulations, forms, and other documents which impact on the emergency management function
5. Skill in leading people
6. Skill in building and maintaining internal and external alliances
7. Skill in communication
8. Ability to manage an organization strategically (long-range) and tactically (short-range)
9. Ability to acquire and manage human, material, and financial resources
10. Ability to manage multiple priorities utilizing creative problem-solving techniques
11. Ability to make and convey decisions in a timely manner; and
12. Ability to present materials and ideas in a logical, rational, clear, and concise manner.

## Completion Guidelines

In completing the management essay, ensure it includes, at a minimum, the following points:

1. Identify the problem to be solved
2. Identify the objective to be achieved
3. Describe necessary actions required to achieve the objective and the problem solution
4. Describe the intended outcome (behavioral, technical, equipment and/or supplies, financial, etc.) as a result of implementing the necessary actions
5. Describe the human resources used in the process
6. Describe the material resources used in the process
7. The candidate's essay must be typewritten (12 point font, Times New Roman) and double-spaced to ensure ease and accuracy of review. Candidates are encouraged to edit your work and use the spell checker.

## Essay Scenarios

Alaskan Emergency Managers often face the "tyranny of distance," both during a response and in normal operations. Discuss how geographic distances, and remoteness have affected your ability to prepare, respond, and recover. How did you and your organization overcome or adapt to these challenges?

**IAEM Certification Reciprocity**

Current certification holders of the International Emergency Management Association (IAEM) Certified Emergency Manager or Associate Emergency Manager (CEM, AEM) credentials may apply for reciprocity to the Alaska Emergency Management Association Training and Standards Advisory Board.

Applicants will be required to submit documentation proving a current (non-expired) IAEM credential, as well as documentation showing Alaska experience and contributions to the profession. The table below outlines the reciprocity path and required documentation.

| <b>IAEM Credential</b> | <b>AK Years of Experience Documentation</b>   | <b>AK Contributions to the Profession Documentation</b> | <b>AKEMA Credential</b>     |
|------------------------|---|---|-----------------------------|
| CEM                    | 2 Years of AK Emergency Management Experience | 3 AK Contributions to the Profession                    | Executive Emergency Manager |
| AEM                    | 1 Year of AK Experience                       | 2 AK Contributions to the Profession                    | Associate Emergency Manager |

Applicants wishing to apply for IAEM Reciprocity should use the Application Template for Reciprocity to ensure all appropriate documentation is provided. Applications are due to the Training and Standards Advisory Board and will be reviewed on the same timeline as regular applications.