

NEW MEXICO EMERGENCY MANAGEMENT ASSOCIATION (NMEMA)

NEW MEXICO CERTIFIED EMERGENCY MANAGER (NMCEM) PROGRAM



GUIDELINES

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Introduction:

The certification program for Emergency Management in New Mexico is designed to provide a method of professional certification for Emergency Management personnel. The goal of this certification program is to increase the visibility and professional scope of emergency management throughout the state of New Mexico. It is also designed to be the standard by which emergency management positions can be evaluated.

The New Mexico Certified Emergency Management (NMCEM) Program is not mandated by Local, State or Federal Policy. The program is managed by the New Mexico Emergency Management Association (NMEMA). The pursuit of certification by emergency management personnel is encouraged, but strictly voluntary. NMEMA is not establishing standards governing the conduct of any emergency management personnel.

The Credentials Committee shall:

- Be composed of five (5) NMCEMs, at least one of whom shall be employed by the State of New Mexico.
- Be chaired by a member appointed by the NMEMA President.
- Record minutes of all meetings.
- Meet at the call of the chairman or at least annually to act on any committee business. Three members of the committee shall constitute a quorum for conducting business; however, decisions shall require a majority vote of the full committee (i.e. 3 votes).
- Shall be to receive and determine eligibility of all applications for certification/recertification using these guidelines, and where appropriate, their professional judgment.
- Grant NMCEM status to eligible applicants as determined above.
- Accept appeals of applicants deemed ineligible (as determined above) within 10 business days of such determination. The Committee shall determine merit of such appeal within 10 business days of receipt, and notify applicant as to the outcome of their appeal.

IAEM Equivalency

- Individuals with current certification (Associate Emergency Manager [AEM] or Certified Emergency Manager [CEM]) from the International Association of Emergency Managers (IAEM) shall be eligible for certification/recertification in the NMCEM Program. Applicants must provide a copy of their current IAEM certification and pay appropriate NMCEM fees.
- NMCEM certification/recertification will only be granted for the duration of the IAEM certification.

Out of State Applicants:

- Non-residents of New Mexico wishing to certify with the NMEMA must meet all the criteria required for in-state applicants and must pay the application fee.

Application Fees

- A non-refundable fee of \$ 50.00 for certification and \$ 30.00 for recertification must be received by the NMEMA Treasurer prior to review of any application.
- Applicants must be or become an NMEMA member in good standing before certification is bestowed.

Applications:

Applications shall be submitted using the format outlined in *Attachment 1* of the NMCEM application.

- Applications must be submitted not later than June 30 to be considered for Fall certification, and not later than December 31 to be considered for Spring certification.
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- The Committee Chair will acknowledge receipt of NMCEM application.
- The committee shall review applications at their next scheduled meeting.
- The applicant shall be notified within 5 business days of review as to whether the applicant has met the criteria to become a NMCEM.

If the applicant has NOT met the criteria:

The applicant will be notified via e-mail of the findings and what they need to do to correct the item (s) missing from the application. The applicant will be given 10 business days to correct the missing items from the time of notification.

Length of Certification

Certifications (initial and recertification) shall be for a period of 3 years, expiring on December 31 of the third year.

Educational Requirements

Initial certification

FEMA Independent Study Courses

Professional Development Series (IS 120, 230, 235, 240, 241, 242, 244)

NIMS (IS 100, 200, 700, 800)

Classroom Hours (50), not more than 25 from any one class

Recertification

Emergency Management Training (40 hours total)

Classroom Hours (minimum of 32)

FEMA Independent Study (not more than 8)

Not more than 25 hours from any one class

Example Timelines

New applicant submits completed application on June 24, 2014. Committee meets and determines at their Fall meeting that NMCEM will be awarded. Certification is good through December 31, 2017.

New applicant submits completed application on December 15, 2014. Committee meets and determines at their Spring meeting that NMCEM will be awarded. Certification is good through December 31, 2018.

IAEM CEM submits documentation and application fee by June 24, 2014. IAEM CEM is good through 2016. Committee meets and determines at their Fall meeting that NMCEM will be awarded. Certification is good through December 31, 2016. If IAEM CEM is renewed prior to December 31, 2016, Committee can vote to extend the NMCEM to December 31, 2017, which would have been the original expiration date. IAEM CEM will need to renew NMCEM by December 31, 2017.

Phase In Period

All new certifications issued in 2014 will be for the 3 year cycle.

Beginning in 2017, all recertifications will be for the 3 year cycle.

Candidates renewing in 2014 or 2015 will have the option of renewing for the 3 year cycle, and are strongly encouraged to do so.