



## **Oklahoma Certified Emergency Manager Program**

### **Oklahoma Emergency Management Association**

The Oklahoma Emergency Management Association sponsors a professional standards certification program known as the Oklahoma Certified Emergency Manager (OCEM) program.

The goals of this program are to:

- elevate the visibility of the emergency management profession within Oklahoma;
- to encourage continued professional development, education and technical skills;
- to ensure minimal criteria of the Knowledge, Skills and Abilities (KSAs) of the profession.

Standards for Certification are established by the membership of the OEMA. In general terms the standards include emergency management experience, education, and training.

#### **INSTRUCTIONS FOR INITIAL CERTIFICATION**

1. Complete the Initial Certification Application. Make sure that all questions are completely answered.
2. Save and/or print your form.
3. Gather necessary documentation. This may be in the form of a PDF document, or printed copies.
4. Email your electronic documents and/or mail your printed documents to the Certification Committee chairman at the address listed on the OEMA website at [www.oema.us](http://www.oema.us).
5. Mail a \$10 check for the non-refundable processing fee to the OEMA Treasurer at the address listed on the OEMA website.
6. The OEMA Certification Committee chairman will review your application for completeness, and send your submission on to the other committee members. You may receive inquiries should the committee members have questions. You will be notified when the Committee has acted on your application. Formal certifications will be awarded at the Annual Oklahoma Emergency Management Conference.



## Oklahoma Certified Emergency Manager Program Oklahoma Emergency Management Association

### OCEM PROGRAM DEFINITION OF TERMS

“STATE-SPONSORED TRAINING” – *Training relevant to Emergency Management provided by a recognized entity (i.e., American Red Cross, National Oceanic and Atmospheric Administration, National Weather Service, Federal Emergency Management Agency, Oklahoma Department of Emergency Management, Oklahoma Emergency Management Association, etc.)*

“OCEM” – *The designation indicating attainment of certification as Oklahoma Certified Emergency Manager.*

“SLA” – *State and Local Assistance Program of the Federal Emergency Management Agency, which provides grants to state and local Emergency Management agencies who meet certain requirements.*

“EMI” – *The Emergency Management Institute of FEMA, located in Emmitsburg, Maryland.*

“EMI-SPONSORED TRAINING” – *Any training course which is or was at time taken, listed in the EMI Catalog of Activities.*

“EM” - *Emergency Management, the term in general use in Oklahoma which describes the overall emergency management function. For purposes of this guidance, it is synonymous with, and serves as a substitute for other terms currently in use such as “Civil Defense”, “Emergency Preparedness”, “Disaster Management”, etc.*

“EM PROFESSIONAL STAFF” – *The purpose of these guidelines is to establish certification for those Emergency Management organization members, a majority of whose duties involve the direction, management, coordination, planning or policy making (e.g., Coordinators, Directors, Assistant Coordinators/Directors, Operations Officers, etc.).*

“FUNCTIONAL OR FULL-SCALE EXERCISE” – *An exercise or actual event certified by FEMA as meeting the requirement for such designation in accordance with the current State and Local Assistance (SLA) exercise program guidance.*

“LOCAL” – *Any level of government below the State (i.e., County and City).*



## Oklahoma Certified Emergency Manager Initial Certification Application

*The Oklahoma Certified Emergency Manager Credential Program is a voluntary professional certification program administered through and by the Oklahoma Emergency Management Association. OCEM Certification is for four years and must be renewed.*

Applicant Name: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_

Address: \_\_\_\_\_ Position Held: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Do you currently hold the Certified Emergency Manager (CEM) award from the International Association of Emergency Managers?    Yes    No (if "yes", please provide documentation)

### **REQUIREMENT #1: EDUCATION**

*The successful candidate for OCEM shall possess a High School Diploma, or General Equivalency Degree (G.E.D.).*

Do you possess a high school diploma or GED?    Yes    No

*Please attach documentation, such as a copy of the diploma or certificate.*

### **REQUIREMENT #2: TIME IN SERVICE IN OKLAHOMA**

*The successful candidate for OCEM shall have at least two (2) years experience as an Emergency Management Professional Staff Member in the State of Oklahoma, unless the candidate holds current CEM certification from the International Association of Emergency Managers.*

Date appointed to your current position? \_\_\_\_\_

*Please attach documentation, such as an appointment letter.*

### **REQUIREMENT #3: PLANNING EXPERIENCE**

*The successful candidate for OCEM shall have been responsible for or a major participant in the creation or update of a local Emergency Operations Plan (EOP), or or a major participant in the creation or update of a Local Emergency Planning Committee plan (SARA Title III).*

Describe your experience in developing emergency plans, such as an Emergency Operations Plan, Hazard Mitigation Plan, or other major emergency planning document. Please include approval dates.

*Attach documentation of your participation, such as an adoption signature page.*

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**REQUIREMENT #4: EXERCISING EXPERIENCE**

*The successful candidate for OCEM shall have been responsible for or a major participant in at least one functional or full-scale exercise.*

Please describe your role in a functional or full-scale exercise that you developed and/or were a major participant in, including a short description of the exercise and the date.

*Please attach documentation as available.*

**REQUIREMENT #5: TRAINING**

*The successful candidate for OCEM must have completed within the two (2) years immediately prior to application, at least 40 hours of EMI / State-Sponsored training. These may consist of home study courses (credited at the rate of four (4) classroom hours per course) or classroom training, not more than eight (8) hours of which may be from the EMI radiological curriculum. Additionally, at the Credentialing Committee's discretion, up to 16 hours of non-EMI emergency training (e.g., Title III, etc.) may be substituted for the above requirements provided that the combined non-EMI radiological course total shall not exceed 24 hours.*

Please list classes fulfilling 40-hours of training within the past two years.

<i>Date</i>	<i>Class</i>	<i>Hours</i>

*Please attach certificates or other documentation of your attendance. \*Please do not send us every training certificate you've ever earned!\**

**REQUIREMENT #6: ORGANIZATIONAL POSITION**

*The successful candidate for OCEM must currently occupy an Emergency Management Professional Staff position at the Federal, state or local government level within the State of Oklahoma. This position may be paid or volunteer, State and Local Assistance Program (SLA) funded or non-SLA, and be either full or part time.*

Please describe your current Oklahoma emergency management position.

*Attach documentation such as such as an appointment letter, letter of recommendation from your chief elected/executive official, and/or an organizational chart showing your position.*