



Oklahoma Certified Emergency Manager Program

Oklahoma Emergency Management Association

The Oklahoma Emergency Management Association (OEMA) sponsors a voluntary 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 and scan the all necessary documentation into an Adobe Acrobat (“PDF”) document (may be additional pages with the application PDF, or a separate PDF document).
4. Email your electronic document(s) to the Certification Committee chairman at the address listed on the OEMA website at 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 chairperson 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.
7. You will be notified when the Committee has acted on your application. Formal certifications will be awarded at the Annual Oklahoma Emergency Management Conference.
8. Approved OCEM certifications are valid for four years from date of the award.



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OCEM PROGRAM QUALIFICATIONS AND STANDARDS

ELIGIBILITY:

The successful candidate for OCEM must currently occupy an Emergency Management Professional Staff position in Oklahoma, as demonstrated by being:

- (1) an Oklahoma Governmental and/or tribal entity's formal Emergency Management employee (paid or volunteer);
- (2) a placeholder on an EOP or EOC organizational chart;
- (3) an NGO's formal Emergency management staff member who is based and primarily works within Oklahoma

EM duties must comprise a majority of job duties as written in the candidate's formal job description, and must encompass at least three of the phases of Emergency Management.

The EM duties may be paid or volunteer.

EXPERIENCE – TIME IN SERVICE:

The successful candidate for OCEM shall have at least two (2) years concurrent experience as an Emergency Management Professional Staff Member within the State of Oklahoma.

EDUCATION:

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

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TRAINING:

The successful candidate for OCEM must have completed both a core curriculum, plus 40 hours of additional Emergency Management training.

The successful candidate for OCEM must have successfully completed the following core curriculum:

- IS-1
- EM-101 (*or NEMO*)
- IS-100
- IS-200
- IS-300
- IS-400
- IS-120
- IS-230
- IS-775
- IS-702

The successful candidate for OCEM must also have successfully completed 40 additional hours of training relevant to Emergency Management within the past 2 years. This training must have been provided by a recognized entity and include a minimum of 3 separate courses.

EXPERIENCE – PLANNING:

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), Emergency Action Plan/Emergency Response Plan, and or Hazard Mitigation Plan that includes the candidate's jurisdiction within the past two years, as evidenced by:

- (1) listing in planning meeting minutes or timesheets;
- (2) listing in the document;
- (3) documented task assignments.

EXPERIENCE – EXERCISING:

The successful candidate for OCEM shall have been responsible for, or a major participant in at least one functional or full-scale exercise within the past two years, as evidenced by:

- (1) listing in the exercise document as the author of the exercise or a member of the exercise development or exercise evaluation planning groups; or
- (2) listing in the applicable ICS documents as having performed an ICS or EOC Command or General staff position in the exercise.

COMMUNITY OUTREACH AND INVOLVEMENT:

The successful candidate for OCEM shall have been responsible for the design, production and/or participation in a minimum of four Emergency Management community outreach programs, informational sessions, kiosks or static displays during each of the two previous years (total of eight programs).