

Kansas Emergency Management Association Inc. (KEMA)

Initial Certification Guidelines



**KANSAS CERTIFIED
EMERGENCY MANAGER
KCEM**



Effective January 1st, 2024

HISTORY OF THE KANSAS CERTIFIED EMERGENCY MANAGER (KCEM) PROGRAM

In 1989, the Kansas Emergency Preparedness Association (KEPA), Board of Directors, recognized the need for a basic certification of county-level emergency managers and placed the proposition of establishing a certification program on the Annual Conference Agenda for the fall of 1989. At that conference in McPherson, Kansas, the members endorsed a proposal that the KEPA President appoint a committee to devise a certification program to be presented to the 1990 Conference as an amendment to the bylaws.

On March 15, 1990, a study committee, comprised of Bill Walker (Reno Co.), Janice Davidson (Ottawa Co.), David Parrott (Johnson Co.), Lon Buller (Harvey Co.) and Mike Selves (KDEP), was convened in McPherson with Ms. Davidson as Chair. At its initial meeting, the committee emphasized that the program was not to establish some sort of elitist group but to encourage professionalism, continuing education and training. The committee sought to create a program which was sufficiently stringent to be credible, yet realistic enough to be reasonably attainable by local emergency managers in Kansas.

The committee agreed that their task was to devise a program for the certification of coordinators/assistant coordinators who would be considered “professional staff” as then defined by the Federal Emergency Management Agency’s (FEMA) Emergency Management Assistance (EMA) program. The consensus of the committee was that concerns about certification of others could be handled either by examination of position descriptions to ensure that jobs were accurately described or by possible alternate certification programs for other segments of the emergency management community (secretaries, communications, volunteers, etc.). Also, the committee emphasized that certification was not then a requirement and that participation in the program was strictly voluntary and was not tied to KEPA membership.

The proposed guidelines were published in the April 1990 Kansas Division of Emergency Preparedness (KDEP) newsletter for questions, concerns, comments, etc. On October 4, 1990, the required Bylaw changes were unanimously approved at the 1990 KEPA Annual Conference in Salina, Kansas. On October 6, 1990, the KEPA President appointed the members of the study committee to the Standing Committee on Standards and Practices, and on October 23, 1990, the KEPA Board of Directors formally adopted the initial version of the CEM Guidelines.

In 1992, the Board approved the modification of the Guidelines to allow for re-certification and changed the requirements for training and education needed for recertification.

On January 4, 1994, the Kansas Adjutant General issued Kansas Administrative Regulation (KAR) 56-2-2, which made certification a requirement for all county coordinators. The KAR did not designate which certification programs were to be recognized by the State; however, official correspondence by the Kansas Division of Emergency Management (KDEM) designated the KEMA program as one of the certifications which would meet the KAR requirement.

In 1995, the Board approved the design and purchase of CEM pins for issuance to all previous and future CEMs.

In early 1997, The International Association of Emergency Managers (IAEM) registered the “CEM” designation with the U.S. Patent and Trademark Office. In April 1997, the KEMA Board of Directors voted to use the name “KCEM” (Kansas Certified Emergency Manager).

In 1999 the EM Professional Staff requirement was expanded to include professional staff members of major private, non-profit, disaster management agencies whose primary responsibilities fit the required job description. An appeals procedure was added to the guidelines.

The Kansas Emergency Management Association's Standards and Practices Committee Proposed the creation of a Lifetime Kansas Certified Emergency Manager designation, which was approved by action of the KEMA Board on November 8, 2017. The Lifetime KCEM designation is an honor bestowed by the KEMA Board of Directors. This designation recognizes the candidate is retired as a full-time emergency management practitioner, and has been, and is qualified to uphold the standards and practices of the KCEM program. A separate guidelines document with attached application is available.

PROCEDURES:

A. CERTIFICATION COMMITTEE:

1. The President of KEMA appoints a standing Committee on Standards and Practices (herein referred to as "the Committee") composed of a Committee Initial Certification Chair, a Committee Recertification Chair, and three Certification Commissioners, who, themselves, shall meet the criteria and are familiar with KCEM certification as contained in these guidelines. It shall be the responsibility of the Committee to support the Chairs in, review and approval of applications for certification, using this document and, where appropriate, their professional judgment. Additionally, the Committee shall, with the advice and consent of the KEMA Board of Directors, make such changes to these guidelines as may be necessary.
2. The Committee shall hold at least one meeting annually, which may be held in person or online.

B. APPLICATIONS:

1. New applications for certification shall be sent by mail or electronically to the Committee Initial Certification Chair, using the attached format. Electronic submissions are preferred and will result in shorter processing time, however, mailed applications are acceptable. The Initial Certification Chair shall review and make a decision on an application as soon as possible. If there are any questions about the application, another Certification Commissioner, or Recertification Chair, will review the application and advise. If there is no consensus, the remaining Certification Commissioners will be consulted. Should there be no resolution, the KEMA Board of Directors will review the application and make the final decision. The applicant will be notified by email of the decision by the Initial Certification Chair, and successful applicants shall be provided a KCEM approval letter and a KCEM Certificate. A KCEM Pin shall be awarded to the applicant at the next KEMA Annual Conference.
2. A fee of \$100 for initial certification shall accompany each application, except that the fee shall be waived for KEMA members in good standing. A copy of the applicant's current membership card should be enclosed.
3. Any applications submitted, with supporting documentation well beyond the stated requirements may result in a delay in processing. Applicants are strongly encouraged to provide only the minimum training and exercise documentation that is necessary to meet the certification standards, with one or two additional examples of each included (if available) as a reserve.

C. APPEALS:

1. An applicant who is not approved for certification has the option to appeal that decision to the KEMA Board in writing.
2. Such an appeal should be sent to the KEMA Board President. The appeal will then be placed on the agenda at the next scheduled KEMA Board meeting for review.
3. A majority of the Board members will determine the outcome of the appeal, and the applicant will be informed of the decision.

D. AUTOMATIC LOSS OR DENIAL OF KCEM CERTIFICATION:

Upon review of all documentation accompanying an application for initial certification for the Kansas Certified Emergency Manager Program, denial of initial certification or loss of KCEM may occur if any of the following criteria are found:

1. Proof of conviction of certain felonies. Documentation will be required of the applicant regarding the nature of the felony. A determination will be made by the KCEM Certification Chairs and the Commissioners as to the eligibility of the applicant for KCEM certification, with KCEM awarded on a case by case basis.
2. Tampering or falsification of documentation.

CRITERIA FOR INITIAL CERTIFICATION:

1. Formal Education: At least a High School Diploma or equivalent.
2. Employment Requirement: Applicant must currently be performing the functions of an emergency management professional staff position within the state of Kansas. This position may be with a public, private or non-profit organization or business – as a full or part-time employee or as an unpaid volunteer. A copy of the applicant's current job description or a letter from the applicant's employer describing the emergency management related functions the applicant is currently performing must accompany the application.
3. Experience:
 - a. General: At least two (2) years of emergency management experience.
 1. This experience may be either paid or unpaid and may be from any combination of governmental (local, state, or federal), private business, profit or non-profit organizations.
 2. This experience must be in a position responsible for some aspect of emergency management (including the specifics outlined below). A position held in an emergency response type agency (such as fire service, law enforcement, emergency medical service, health care professionals, or the military) will not be considered without the specific emergency management function documentation.

3. On the application, the name of the supervisor(s) for these positions and current contact information must be included for verification purposes.
- b. Specific: Within the experience outlined above, the following specific experience is required:
1. Planning: Must have taken the FEMA Emergency Management Institute's (EMI) IS-235 *Emergency Planning Course* or IS-362.A: *MULTI -HAZARD SAFETY PROGRAM FOR SCHOOLS*. This may be in the classroom, online, or as an independent study course.
 2. Exercises: Must have taken the following EMI online courses: *IS-120 - An Introduction to Exercises* and *IS-130 - Exercise Evaluation and Improvement Planning*, plus attend the two courses conducted by the Kansas Division of Emergency Management titled, *KS-132 - Exercise Design for Discussion Based Exercises* and *KS-133 - Exercise Design for Operations Based Exercises*. May take the following three courses in lieu of the KS132 and KS133: E/L/K139: *Exercise Design and Development*, E/L0050: *Exercise Control and Simulation*, E/L/K0131: *Exercise Evaluation and Improvement*. Only versions taken after July 1, 2021 will be considered in lieu of the KS132 and KS133. In addition, applicants are required to participate in the design, execution, evaluation, and proposed improvement planning for at least two exercise within the past four-year period. Official documentation must be provided for the three exercise phases (planning, execution, and evaluation), such as sign-in rosters from planning meetings, a list of participating involved agencies, After Actions Report, and Improvement Plan meeting rosters. The applicant must also provide documentation of completion of the *Homeland Security Exercise and Evaluation Program (HSEEP)*.
 3. Training: Shall have successfully completed the current *National Incident Management System (NIMS)* training requirements for the emergency management function. For further clarification on the current NIMS requirements for EMs, please see list on application below or contact the Chair for Initial Certifications.
 4. Professional Education/Training: In addition to the above training, the applicant must have completed within the eight (8) years immediately prior to application, at least eighty (80) hours of professional education and training related to emergency management. This may be classroom, home study, or internet classes and will be eligible for the number of contact hours listed on the course certificate or course list. Of the eighty (80) hours:
 - i) At least forty five (45) hours must be from the EMI/FEMA/DHS curriculum that is emergency management related, but not from the EMI radiological curriculum. Of those forty-five hours, the following required emergency management courses must be included: *IS-230.e Fundamentals of Emergency Management*; *IS-240.a Leadership and Influence*; *IS-241.b Decision Making and Problem Solving*; *IS-242.b Effective Communication*; *IS-244.a Developing and Managing Volunteers*; *IS-2200 Basic Emergency Operations Center Functions*.
 - ii) The remaining thirty-five (35) hours may include other EMI/FEMA/DHS curriculum hours and/or up-to thirty (30) hours non-EMI/FEMA/DHS emergency training (e.g., SARA Title III, fire service, law enforcement,

weather service, etc.) and not more than twenty (20) hours from the EMI radiological curriculum.

Duplicate classes from prior certification that contains updated/revised/modified information may be accepted at the discretion of the committee.

4. Sponsorship: All applicants seeking initial certification must obtain and include with their application a letter of sponsorship from a current KEMA Board Member.
5. The applicant will submit a short (paragraph) biographical description of career, training, and/or personal achievements, and may also include brief descriptions of hobbies and immediate family information. The bio must also include a head and shoulders photograph of the applicant.

Any previously certified applicant who has failed to renew his/her certification within twelve (12) months of the renewal date shall be required to apply for and meet the requirements of initial certification.

KCEM Initial Certification Exercise Documentation Guide

The applicant is required to participate in the design, conduct, evaluation, and proposed improvement planning for at least two exercises for the past two-year period. Official documentation must be provided for the three exercise elements: design and development, conduct, and evaluation process. The KCEM panel will be looking for documentation consistent with the Homeland Security Exercise and Evaluation Program (HSEEP) principles.

The following is intended as a guide to show what kinds of evidence may be submitted to meet this requirement. It is not an exhaustive list, nor is it meant to imply all these documents must be submitted. The KCEM reviewer will be looking for:

- Evidence that you were a major participant in each of the three elements
- Evidence of the role you played in each of the three elements
- Evidence the exercise is consistent with HSEEP principles

Major participants

Crosses all three elements

- Exercise Director

Design and Development

- Planning Team Lead
- Planning Team Member

Conduct

- Controller (any kind)
- Facilitator (discussion-based exercises)
- Moderator (Discussion-based exercises)

Evaluation Process

- Evaluator Team Member (data analysis and document creation after the Conduct phase)
- After-action meeting participant

Observers and VIPs do not count as a major participant for KCEM certification. Roles and responsibilities can be found in the current HSEEP documents available from FEMA.

Note: Acceptance of an exercise by other agencies does not automatically mean acceptance of your documentation by the KCEM panel.

Evidence suggestions

At least one from each element section except Exercise Director which requires enough documents to support participation in each element.

Cross-Element Roles

Exercise Director

- Sign-in sheets from one or more planning meetings that clearly identifies your role
- Agenda from one or more planning meetings that have your name and clearly state your role
- Minutes from one or more planning meetings that have your name and clearly state your role
- Exercise Plan with an organizational structure showing your name and your role

- Controller/Evaluator Handbook with an organizational structure showing your name and your role
- Control Staff Instructions (COSIN) with your name and your role identified
- Evaluation Plan with your name and your role identified
- Situation Manual with an organizational structure showing your name and your role
- Facilitator/Evaluator Handbook with an organizational structure showing your name and your role
- Master Task List showing your roles and deliverables
- After-action report with improvement plan that has your name listed and the role you played
- A signed letter (preferably on agency letterhead) from the sponsoring agency attesting to the role you served in and the date range you served in this role

Note for exercise directors: You will need to submit documents that show responsibilities for EACH of the elements: design and development, conduct, and evaluation process.

Element: Design and Development Roles

Planning Team Lead

- Sign-in sheets from one or more planning meetings that clearly identifies your role
- Agenda from one or more planning meetings that has your name and clearly states your role
- Minutes from one or more planning meetings that have your name and clearly state your role
- A signed letter (preferably on agency letterhead) from the sponsoring agency or exercise director attesting to the role you served in and the date range you served in this role

Planning Team Member

- Sign-in sheets from one or more planning meetings that clearly identifies your role
- Agenda from one or more planning meetings that has your name and clearly states your role
- Minutes from one or more planning meetings that have your name and clearly state your role
- A signed letter (preferably on agency letterhead) from the sponsoring agency or exercise director attesting to the role you served in and the date range you served in this role

Element: Conduct Roles

Controller

- Exercise Plan with an organizational structure showing your name and your role
- Controller/Evaluator Handbook with an organizational structure showing your name and your role
- Control Staff Instructions (COSIN) with your name and your role identified
- After-action report with improvement plan that has your name listed and the role you played
- A signed letter (preferably on agency letterhead) from the sponsoring agency or exercise director attesting to the role you served in and the date range you served in this role

Facilitator

- Situation Manual with an organizational structure showing your name and your role
- Facilitator/Evaluator Handbook with an organizational structure showing your name and your role
- After-action report with improvement plan that has your name listed and the role you played

- A signed letter (preferably on agency letterhead) from the sponsoring agency or exercise director attesting to the role you served in and the date range you served in this role

Moderator

- Situation Manual with an organizational structure showing your name and your role
- Facilitator/Evaluator Handbook with an organizational structure showing your name and your role
- After-action report with improvement plan that has your name listed and the role you played
- A signed letter (preferably on agency letterhead) from the sponsoring agency or exercise director attesting to the role you served in and the date range you served in this role

Element: Evaluation Roles

Evaluation Team Member

- Sign-in sheets from one or more evaluation team meetings that clearly identifies your role
- Agenda from one or more evaluation team meetings that has your name and clearly states your role
- Minutes from one or more evaluation team meetings that have your name and clearly state your role
- Exercise Plan with an organizational structure showing your name and your role
- Controller/Evaluator Handbook with an organizational structure showing your name and your role
- Situation Manual with an organizational structure showing your name and your role
- Facilitator/Evaluator Handbook with an organizational structure showing your name and your role
- A completed Exercise Evaluation Guide (EEG) with your name on it and your assigned objective(s)
- Master Task List showing your roles and deliverables
- After-action report with improvement plan that has your name listed and the role you played
- A signed letter (preferably on agency letterhead) from the sponsoring agency or exercise director attesting to the role you served in and the date range you served in this role

After-action meeting participant

- Sign-in sheets from the after-action meeting with your name and agency you are representing
- After-action report with improvement plan that has your name listed and the role you played
- A signed letter (preferably on agency letterhead) from the sponsoring agency or exercise director attesting to the role you served in and the date range you served in this role