

KANSAS EMERGENCY MANAGEMENT ASSOCIATION

Kansas Certified Emergency Manager (KCEM) Renewal Application

DATE:

Recertification Due Date

For Office Use Only

APPLICANT INFORMATION:

NAME:

TITLE:

AGENCY:

E-MAIL:

MAILING ADDRESS:

CITY:

STATE:

ZIP:

TELEPHONE #:

EMERGENCY MANAGEMENT EXPERIENCE:

CURRENT EM POSITION:

CURRENT JURISDICTION:

NUMBER OF YEARS/MONTHS IN CURRENT POSITION:

If your position has changed since the previous certification/recertification, please include a copy of the Job Description for your new position or a letter from your employer explaining your EM functions.

Exercise Experience:

Give the jurisdiction, date, type of exercise, and your role/participation in the exercise. For biannual recertification, **you must list two exercises for the 24 month since your previous certification period. A copy of an exercise After Action Report, a sign-in sheet, or other approved proof of participation is required.**

Professional Education Training:

A copy of the certificate from the course or a transcript from EMI is **required**. For biannual recertification, only list courses taken since your last recertification. CEUs or Classroom hours must be listed on the certificate. At least 24 hours required, no more than 12 of those hours in section II. Emergency Management Conference training hours fall under section I.

I. EMI/FEMA/DHS TYPE COURSES COMPLETED:

COURSE NUMBER, NAME & LOCATION	HOURS	DATE COMPLETED

II. OTHER EMERGENCY MANAGEMENT PROFESSIONAL TRAINING:

COURSE NUMBER & NAME	HOURS	DATE COMPLETED

APPLICATION FEE:

\$100 Renewal Application Fee

KEMA Member Waiver of Application Fees
(Enclose Copy of the KEMA Membership Card)

SIGNATURE OF APPLICANT:

Recertification

CHECKLIST



DATE: _____

This checklist has been developed to provide a guide to those applying for KCEM Recertification. Below are the items that should be included in your packet when submitting your Recertification Application. This checklist may also be used as a cover sheet to the application to assist in organizing your documentation.

№	REQUIREMENTS	<input checked="" type="checkbox"/>
1	Completed Application	
2	Proof of Emergency Management Employment if in position less than 24 months.	
3	Training Certificates documenting at least 24 hours of Emergency Management related training in the last 2 years. Certificates should include training hours, course location, and date of training. If information is missing please explain on the application page.	
4	Documentation of participation in two (2) tabletop, functional, or full-scale exercises in the last 24 months.	
5	Copy of KEMA Membership Card if waiving application fee box is checked on application. If not a KEMA Member, \$100 fee should be included.	