



APPLICATION COVER SHEET FOR RECERTIFICATION

This document is the application cover sheet for recertification. This should be completed and submitted with proof of continuing education and professional contributions.

Name of Applicant:		
Title:		
Agency or Organization:		
Email Address:		
FEMA SID:	Associate	Professional

County
Municipality
Practitioner

RECERTIFICATION REQUIREMENTS

This Application Cover Sheet

A minimum of 75 continuing education training hours in 3 of the 5 Mission Areas, as follows to ensure well-rounded knowledge (training should be no more than five years old; a maximum of 25 hours per class can be counted for any mission area, regardless of course length; Individual trainings/classes may only count towards one Mission Area):

- Prevention-related training (max of 25 hours)
- Protection-related training (max of 25 hours)
- Response-related training (max of 25 hours)
- Recovery-related training (max of 25 hours)
- Mitigation-related training (max of 25 hours)
- Four contributions to the emergency management profession
(from list on pages 3-4 below)

I understand that recertification is subject to approval by PEMA, and if granted, is current for a five (5) year period. I will supply any additional information as requested. I understand that any false statement or misrepresentation I make may result in the revocation of this application or certification. I give permission for verification of any information contained in this application package.

Applicant Signature

Date



List of Training Hours (list on additional sheet of paper if necessary using same format; please provide supporting documentation in the same order as listed in the below table):

Title of Training Course (Include Course # if applicable)	Course Ending Date	Total Course Hours	Hours Toward Individual Mission Areas <i>(must not exceed total course hours and/or a maximum of 25 hours for any one course)</i>				
			Prevention	Protection	Response	Recovery	Mitigation
<i>Ex: MGT-406: Community Threat Group Identification, Assessment & Information Reporting For Rural Law Enforcement Officers (RDPC)</i>	<i>12/31/2022</i>	<i>8.0</i>	<i>8.0</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>
Subtotals							

Professional Contributions to Emergency Management (supporting documentation should be attached to this packet and labeled with the contribution category number. Only one contribution per category will be accepted.) Four of the 10 categories need to be completed every five years to recertify.

Contribution Number	Contribution Name	Description
1	Membership in a Professional Organization	Membership in either KEMA, NEMA, IAEM, or other emergency management, 9-1-1, or homeland security-related organization for at least three of the previous five years. <i>Verify by providing a copy of membership information or invoice for membership.</i>
2	Elected or Appointed Leadership	Leader in an emergency management organization or committee. <i>Examples include KEMA Executive Board, IAEM committees, LEPC leadership, 9-1-1 Boards, etc. Verify by providing appointment letters or minutes describing the election / appointment.</i>
3	Speaking / Presenting	Speaking / Presenting in a conference or panel participation relating to emergency management for a minimum of thirty (30) minutes. Presenting to community organizations, community events, or other groups on emergency management & preparedness. <i>Examples include presenting at PEMA In-Service Trainings, KEMA Conference, IAEM Conferences, FEMA Conferences / Symposiums / Technical Assistances, National Night Out, Career Fairs/ Recruiting Events, Civic Organizations, etc. Verify by providing a letter from the organizer, agenda with times showing a presentation by applicant, invitation to stakeholders for event, etc.</i>
4	Instructing	Instructing PEMA, FEMA, or ICS courses as a PEMA or OSFC-qualified instructor, instructor through an Educational Training Authority (ETA), through FEMA (EMI / NFA), or at an educational institution. <i>Verify by providing a letter from the hosting entity outlining the course taught with dates.</i>
5	Publication	Publication of an emergency management news article in a newsletter (municipal, PEMA, etc.), newspaper, or journal, a research paper looking at a problem in EM (Advanced or Executive Academy, educational institution, etc.), or a book or other instructional document. <i>Verify by providing a copy of the published work (or a link to it, if a book / instructional document). Applicant's name should be clearly identifiable.</i>



6	Awards	Awards or special recognition within the emergency management community or in conjunction with an emergency preparedness activity or activation or response. <i>Examples can include (but are not limited to) awards from FEMA, PEMA, KEMA, IAEM, NEMA, and/or state, county, or local elected officials as part of a disaster response or preparedness initiative.</i>
7	Legislative Engagement	Have an informational interaction or correspondence with a State or Federal legislative representative on an emergency management-related issue. <i>Examples can include testifying before a legislative committee, sitting on a legislative committee, advocating for a change to legislation that helps emergency management via a meeting or working group, or correspondence with (to and from) a legislator, having Governor's Office regional rep at meetings or trainings related to EM, etc. Verify by providing copies of the correspondence, copies of testimony before legislature, documentation of advocacy work on EM legislation / issues, legislative committee charter showing applicant's name as a member, etc.</i>
8	Disaster Response	Response to a single event that resulted in greater than forty-eight (48) hours of active involvement. <i>Documentation should include IAPs, ICS 203s, & AAR/IPs, etc. that show the applicant in a significant role in response to the disaster or in the EOC.</i>
9	Annual Attendance at ISTs or Conferences	Attendance at PEMA or county ISTs (2 annually), KEMA Conference, or other similar emergency management, 9-1-1, or homeland security conference (NEMA, IAEM, NENA, National HS Conference, etc.) annually. <i>Documentation should include a Certificate of Attendance or sign-in sheets for each year (counts as one contribution).</i>
10	Membership and/or Volunteering	Non-leadership membership position in an organization (ex: LEPC) or volunteering for an emergency management organization, or participation on workgroups or committees relating to emergency management (ie: committees that PEMA or FEMA put together, public safety committees at the local or county level, etc.). <i>Documentation should include things like membership cards or recognition letters, committee meeting minutes showing applicant's name in attendance, etc.</i>

For PEMA TED use only:

Date Received:

Date Approved:

Recertification Date:

Processed by:

Certificate Sent Date: