



Ohio Certified Emergency Manager Application

To apply for the Ohio Certified Emergency Manager (OCEM) Program, applicants should submit 6 pdf files containing documentation evidencing the minimum requirements and a completed application form to the Emergency Management Association of Ohio. Applicants should not limit their application to the minimum requirements and should submit emergency management teaching experience, publications, awards or special recognitions or other evidence or professional excellence in emergency management.

Applications and application fee must be received by March 1st or September 1st of the year certification is sought. Applications received without payment will not be considered. Applications will be reviewed by the OCEM Program Board and applicants will be notified of the Board's decision. Awards will be presented during the EMAO Spring Meeting for September 1st Applicants or during the EMAO Winter Conference for March 1st Applicants. Certification will be initially awarded for three years and must be renewed every three years thereafter

Please send your application and supporting documentation in 6 PDF files to michelle@fitzgibbongroup.com

1. PDF File labeled Name and Application
2. PDF File labeled Name and Professional Experiences
3. PDF File labeled Name and Education and Training Documentation
4. PDF File labeled Name and Reference Letters
5. PDF File labeled Name and Written Product
6. PDF Filed labeled Name and Contributions to the Field

Please remit application fee to:

Emergency Management Association of Ohio
88 East Broad Street, Suite 1305
Columbus, Ohio 43215
(614) 378-2156 office

Application Fee:

EMAO Member \$50
Non-Member \$200

Renewal Fee:

EMAO Member \$50
Non-Member \$100

OCEM Content Checklist:

___ Work Experience

___ Professional Experience, one of the following:

2 exercises

2 actual disaster or emergencies

1 exercise and 1 actual disaster or emergency

___ Education and Training Requirements

___ Reference Letters

3 professional reference, 1 must be current supervisor

___ Written Products

___ Contribution(s) to Field

___ Application Fee made payable to: "Emergency Management Association of Ohio"

Work Experience:

Applicant must meet at least one of the qualifications outlined below by September 1st of the application year:

1. Three (3) years full-time emergency management experience in the State of Ohio;
2. Three (3) years part-time and an average of 15 hours per week in the emergency management field in the State of Ohio;
3. Two (2) years full-time emergency management experience in the State of Ohio and an Associate Degree from an accredited university or college;
4. One (1) year full-time emergency management experience in the State of Ohio and Bachelors Degree from an accredited university or college;
5. One (1) year full-time emergency management experience in the State of Ohio and an Associate Degree or higher in Emergency Management from an accredited university or college.

Professional Experience:

Applicant must meet at least one of the qualifications outlined below:

1. Participation in two (2) full scale or functional exercises requiring the opening and staffing of an EOC and operations spanning at least a four-hour period;
2. Participation in two (2) actual disasters or emergencies requiring the opening and staffing of an EOC and operations spanning at least a four-hour period.
3. Participation in one (1) full scale or functional exercises requiring the opening and staffing of an EOC and operations spanning at least a four-hour period AND Participation in one (1) actual disasters or emergencies requiring the opening and staffing of an EOC and operations spanning at least a four-hour period.

PROFESSIONAL EXPERIENCE • EXERCISE PARTICIPATION #1

Date of exercise:

Describe the exercise (be specific and include objective/purpose):

Describe your role (be specific about planning, coordinating, and disaster/emergency management role):

Describe what you learned through your participation in this exercise (include comments about (1) mitigation, (2) preparedness, (3) response, and (4) recovery in addition to other learning points):

PROFESSIONAL EXPERIENCE • EXERCISE PARTICIPATION #2

Date of exercise:

Describe the exercise (be specific and include objective/purpose):

Describe your role (be specific about planning, coordinating, and disaster/emergency management role):

Describe what you learned through your participation in this exercise (include comments about (1) mitigation, (2) preparedness, (3) response, and (4) recovery in addition to other learning points):

**PROFESSIONAL EXPERIENCE • ACTUAL DISASTER/EMERGENCY MANAGEMENT
PARTICIPATION IN DISASTER OR EMERGENCY #1**

Describe activity (be specific including date, type, and area affected; loss of property and lives; and other significant factors):

Describe your role (be specific about your role in disaster/emergency management activities, including response and recovery during the disaster or emergency).

Describe your recommendations for future mitigation activities that should be undertaken, as they relate to preparedness, response, and recovery, as a result of lessons learned from the disaster or emergency.

**PROFESSIONAL EXPERIENCE • ACTUAL DISASTER/EMERGENCY MANAGEMENT
PARTICIPATION IN DISASTER OR EMERGENCY IF APPLICABLE #2**

Describe activity (be specific including date, type, and area affected; loss of property and lives; and other significant factors):

Describe your role (be specific about your role in disaster/emergency management activities, including response and recovery during the disaster or emergency).

Describe your recommendations for future mitigation activities that should be undertaken, as they relate to preparedness, response, and recovery, as a result of lessons learned from the disaster or emergency.

Education and Training Documentation

Applicant must meet at least one of the qualifications outlined below:

1. High School Diploma or GED and 30 CEUs or 300 contact/classroom hours training in emergency management subjects;
2. Associate Degree in any field and 10 CEUs or 100 contact/classroom hours training in emergency management subjects;
3. Bachelors Degree or higher in any field and 5 CEUs or 50 contact/classroom hours training in emergency management subjects;
4. Associate Degree or higher in Emergency Management or related field.

References

Each candidate must submit three signed reference letters, and compile the information on their references sources as requested below.

The first signed reference must be your current supervisor. This will be the person responsible for initiating your annual performance or job evaluation or rating.

Other signed reference sources who qualify:

- A past supervisor (within 7 years)
- Local, state or federal government officials or department heads
- Emergency service organization officials
- Local, regional or national disaster/ emergency management association officials
- Others (by request to and approval of OCEM Board)

Reference sources who do not qualify:

- A subordinate
- A former student
- Friends, relatives, or neighbors

Written Product

Applicant must submit a written product consisting of one of the following:

- An essay describing your interpretation of the role of emergency management personnel play in disaster situations. This is not intended to be a write-up about a specific event, but rather an essay outlining where and how emergency management factors into emergency response and preparedness. The essay must be typewritten and a minimum of 500 words and maximum of 1500 words in length.
- An essay describing emergency management response to a disaster scenario that will be provided. To request a prompt, email the EMAO Executive Director – michelle@fitzgibbongroup.com.
- A training or lesson plan for sixteen (16) hour course on one or more of the four phases of emergency management. The lesson plan may be for classroom delivery or self study and must include visual aids and a method of evaluation.