



## Ohio Certified Emergency Manager Application Requirements

To apply for the Ohio Certified Emergency Manager (OCEM) Program, applicants should submit a portfolio 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 of 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 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

Incomplete applications will result in a letter detailing missing or incomplete documentation. Applicant can resubmit application one-time within 90 days for reconsideration.

## 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 Profession

\_\_\_ 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 1<sup>st</sup> 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 Bachelor's 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.

### Education and Training Requirements

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.

*\*\* Verification by copy of your diploma or an official college transcript must be attached.*

<b>Training Requirements</b>				
	<b>Title of Training Course</b>	<b>Total Hours</b>	<b>Allowable Hours</b>	<b>Date(s) of Training</b>
Subject 1				
Subject 2				
Subject 3				
Subject 4				
<b>TOTALS:</b>				

*\*\* Insert Training Submission Forms in the order they are reported on this form, with documentation behind each submission as they are presented.*

## References

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

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

Other 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

The written product should be clearly written so that it demonstrates the communication skills of the author. If choosing to write one of the essays, the essay should be written in classic essay style with an introduction and a conclusion, and at least three supporting paragraphs. If choosing to use a previous work product to meet the essay or lesson plan category, make sure that it meets all of the requirements of the rubric.

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 about a specific event, but rather an essay outlining where and how emergency management factors into an emergency. This is not a tactical explanation, but a high-level look at the emergency manager position within the emergency management enterprise. The essay must be typewritten and a minimum of 400 words. See the rubric for more specifics.
- An essay describing emergency management response to a disaster scenario that will be provided to you by EMAO. To request a prompt, email EMAO Executive - michelle@fitzgibbongroup.com. The essay must be typewritten and a minimum of 500 words. See the rubric for more specifics.

- 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. See the rubric for more specifics.

## **Contributions to the Profession**

Applicant must demonstrate at least one contribution to the profession through the examples listed below. Documentation, such as a membership card or copy of roster/directory page, may be provided.

*Examples of Contributions to the Profession include:*

- Membership in a professional association
- 3 public speaking presentations on Emergency Management, Emergency Preparedness, or similar
- A leadership position on a board or executive committee concerning emergency management
- Teaching a course on emergency management (minimum length of 3 hours)
- Develop a course on emergency management (approximate course length is 3 hours)
- Develop an app or other technology regarding emergency management
- Attend 7 professional conferences or a total of 40 contact hours
- Involvement in a special assignment - A committee, task force, or workgroup addressing a substantive disaster/emergency management issue. The resulting product or decisions must make a significant contribution to or impact the disaster and comprehensive emergency management profession.
- Publish a substantive disaster/emergency management article, research project, or other publication relating to the emergency management field. The article must be peer reviewed and published in an independent publication.
- Award or special recognition
- Legislative Contact - Contact an elected representative at the national or state level regarding an emergency management issue. The candidate must submit a copy of the original correspondence and a copy of the reply from the elected official.
- Conducting Research - A significant role in the development and execution of an emergency management research project
- Other - Other contributions may be recognized if they do not apply to one of the other established categories. An example is volunteering to be deployed out of jurisdiction.